

# PROFESSIONAL DEVELOPMENT GUIDELINES

## **I. ELIGIBILITY**

All faculty members identified in Article I. A. 1. (including part-time and adjunct faculty) who are employed at the time of application are eligible to receive Professional Development Funds. Perkins professional development funds will also be awarded through this process. Allocations will not exceed a total of \$1,500.00 per faculty member each fiscal year. The Committee will meet the first week of April to determine the allocation of any unused funds.

## **II. APPLICATION CYCLES**

There are two application deadlines. Applications to fund professional development activities during the current academic year (July 1 – June 30) **must be received in the office of the Vice President of Academic Affairs by the first Friday in November or by the first Friday in March.**

**Applications received beyond the stated deadline will not be considered**

## **III. BOARD MEETINGS**

The Sabbatical Review Board will meet in November and March of each year to review applications submitted for each of the two cycles. Special meetings may be called at discretion of the Chair.

## **IV. PROFESSIONAL DEVELOPMENT ACTIVITIES WHICH MAY BE REIMBURSED**

- A. Tuition and/or fees and other expenses for short seminars, professional conferences and institutes offered by colleges, professional societies, business, governmental or private agencies. Funding for professional conferences will be considered after divisional travel funds and other available sources have been exhausted.
- B. Extended length and summer institutes and seminars - travel and tuition/fees only.
- C. Tuition and registration fees for appropriate accredited graduate or undergraduate course work. No textbooks or travel expenses will be allowed.
- D. Expenses for a specific purpose, such as research related to a faculty member's field or professional expertise. (Membership fees are excluded)
- E. Thirty percent of the funds in each one-half year cycle will be available for the Vice President of Academic Affairs to use in supporting faculty professional development opportunities for innovative, cutting-edge learning activities that go beyond the parameters of a particular discipline. Any dollars left in this 30% fund will be used to assist in the funding of individual requests at the end of the year. The Vice President of Academic Affairs will inform committee members of his/her intent to finance a particular activity. If any committee member requests a meeting to discuss the proposed expenditure, a meeting will be scheduled.

***Applications for professional development funds will be evaluated according to the benefit to the individual/college and some applications may receive a larger percentage of funds than others.***

## V. APPLICATION PROCEDURES

- A. A Professional Development Fund Application must be filled out and submitted by each faculty member requesting funds. Application forms are available on the MCC website in the Forms Center and **must be typed**. The application addresses the following:
  - Nature of the activity to be funded. If the request is for tuition refund, the request shall include the university or institution to be attended, program and/or course(s), and starting and ending dates of the semester or term
  - Benefit to the individual and college
  - Itemized budget for the amount requested – **please complete MCC Travel Form**.
  - Plan for covering teaching and other professional responsibilities
- B. Available funds must be requested from other sources, and noted on the application. (Divisional travel, etc.)
- C. Funding of future professional development requests will be approved contingent on successful completion of projects previously approved by the Sabbatical Review Board.

## VI. REPORTING PROCEDURES

- No funds will be disbursed on an advanced basis
- To receive reimbursement, a fully completed Professional Development Report (**available on-line in the Forms Center under the Faculty/Staff tab and must be typed**) and **completed MCC Travel Form** with documented expenses must be submitted within 30 days of completion of the activity. Failure to file these reports will result in the Sabbatical Review Board exercising its prerogative not to fund the current activity and/or consider future applications.
- In the spirit of promoting professional development, copies of completed PD Reports will be shared with the Executive Dean to stimulate topics for future CTL presentations.

## VII. COMMITTEE PROCEDURES

The Sabbatical Review Board meets twice each academic year to disburse Professional Development funds. These meetings are usually held within one to two weeks from the due date of applications. Notifications of funding are distributed as soon as possible after that meeting. Following are some of the guidelines the Committee uses to determine funding levels:

***Reasonable estimated expenses are to be submitted with the application before the Committee can approve any request.***

- A. Requests for tuition are funded at 70% of the expenses, not to exceed [the maximum] for full-time faculty. Part-time faculty tuition requests are approved based on a percentage of their load in the division in which they teach for the semester in which the request is made.
- B. Meals are reimbursed at the per diem rate only.
- C. The Committee reserves the right to determine the average cost for a single hotel room in the travel destination.
- D. Travel will be reimbursed in accordance with College policy.
- E. Upon completion of the activity, a Professional Development Report (**available on-line and must be typed**) is to be completed with proof of successful completion as appropriate. **Failure to file an acceptable report within 30 days of completion of the activity will result in the Sabbatical Review Board exercising the prerogative not to consider future applications.**