

## **02-15-00 Professional Development Guidelines and Procedures Policy**

### **PURPOSE**

The purpose of this policy is to indicate the requirement of proposals submitted for professional development funds and Professional Development Priorities indicate the weightings used in considering funding for requests.

### **POLICY/GUIDELINE**

1. Professional development funds are approved for an individual for a specific activity. Funds cannot be shifted to another activity or another person. Should need arise for an individual to replace the funded attendee, a new request may be submitted with a justification provided for the replacement of the funded attendee. Such requests will be submitted to the Vice President for consideration well in advance of the activity.
2. Faculty and staff must provide an overview of how their requested professional development funds will support their professional development plan.
3. Multiple individuals attending a conference, workshop or seminar that is not a local event must have the approval of the Vice President in advance. Such considerations will be based on the overall benefit that participation of multiple individuals would have on enhancing student success.
4. Program and division funds are for activities directly related to job performance. Funds for such activities as employee travel to off-campus sites, attendance at required meetings, or support of activities in the discipline or division budget should not be requested through professional development funds but should be a part of budget development discussions.
5. Funds allocated in support of education at another TBR or UT institution should use form PC-191. Funds allocated for education at a non-TBR or non-UT institution may not exceed current TBR designated rates.

### **Professional Development Priorities**

All activities must first have a statement indicating how the activity provides direct benefit or support for student learning (Form X). Each statement will be reviewed and weighted for its benefit to the college.

#### *Priority 1: Program-Required Credential*

The category includes any type of education/training/professional development activities, including additional degrees and technical training, for an employee who was qualified for a job when he or she was hired, but now must acquire additional expertise and/or credentials because of increased

industry/accreditation standards. The purpose is to protect quality dedicated faculty from job loss, avoid possible program accreditation problems, and/or allow the college to offer essential services/instruction. All requests for priority 1 must be forwarded to the president for approval.

*Priority 2: Workshops/Conferences/Seminars*

The category supports participation in workshops, conferences, and seminars which are related to the employee's job.

- Sub Priority 2A: Individuals who are holding national, state or regional leadership roles in professional organizations will be given strong consideration. Individuals who are presenting at national, state, or regional conferences or workshops will be given strong consideration.
- Sub Priority 2B: Individuals who are attending professional workshops, conference of seminars will be given due consideration. The effort at this level will be focused on equitable distributions of resources across areas of the college and within the various units of the college.

*Priority 3: Institutional Training Programs*

The category of training will provide organizational and professional development activities, typically on campus, for a significant number of college employees. The training must focus on enhancing the performance of the college employees and have a relationship to supporting student success.

*Priority 4: Additional Degrees*

The category supports the earning of additional advanced degrees which are related to an employee's position.

*Priority 5: Other Requests*

The category is for any request that is not addressed in the earlier priorities. Within this priority first consideration would go to training or education credentials that are desirable but not essential to a person's assignment.

**SOURCES**

N/A

**RELATED POLICIES**

N/A

*Approved by NSCC Cabinet 9-27-21*