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Faculty Professional Development Fund Eligibility/Guidelines and Process

Overview

The purpose of this fund is to support professional development activities for faculty in the collective bargaining unit. Examples of supported activities include conferences, seminars, travel expenses for professional development events, honoraria for presenters, professional memberships, and professional publication subscriptions. The Professional Development Fund will be administered in accordance to the current bargaining agreement.

Guidelines

- Funds will be awarded on a first-come basis for applications approved by the committee.
- Approvals will be awarded based on the following merits:
 - Completeness of proposal information (see Umpqua.edu/Resources and Services link/Employee Forms/Faculty)
 - The request's potential for assisting the faculty member in professional development
 - The request's potential for strengthening and maintaining the quality of instruction and services for students
 - Compliance of the request with professional development fund policies (see below).

Policies

1. All requests must be approved by immediate supervisor, Dean or director, and VP of Instruction with their signatures on the application form (see page 2) prior to submittal of the application to the Faculty Professional Development Committee for approval. (The President's signature is also needed if travel is out of state.)
2. Funded activities should address an aspect of the faculty member's Professional Growth Plan, which should be tied to the College's Instructional Plan and Strategic Plan initiatives.
3. Funds cannot be used to finance any activities whose primary purpose is public relations, fund raising, business interests outside of college employment, or personal financial gain.
4. Funds cannot be used to pay for curriculum development, classroom tools, software or any equipment used to implement instruction.
5. No full-time faculty member shall be eligible for more than the limit that has been set by the committee. The FPD fund is for full-time faculty only. Adjunct faculty funds come from a different funding source.
6. Departmental funds may be used to supplement professional development funds, and department chairs or program coordinators may request Prof. Dev. Funds for (an) unspecified faculty member(s) to participate in related activities. In such cases, all aspects of this document will apply retroactively to those who ultimately participate if the request is approved.
7. Any non-UCC compensation received by the employee as a result of the activity must be reported and will be deducted from the amount of the awarded funds. Failure to comply may result in loss of eligibility of funds.
8. Professional development funds may be used for transportation costs, expenses, lodging, meals, and fees where relevancy is documented. Recreational activities (e.g., sight-seeing tours at a conference location) are not covered.
9. Applicants **may** be asked to share information learned with others. Acceptance of an award indicates a willingness to share.

Procedure for Applying

1. Complete this form, obtaining the signatures of your supervisor or department chair, dean or director, and VP of Instruction. If travel is out of state the President's signature is also required. Attach all supporting documentation related to the activity: brochure or conference registration, agenda or official meeting notice, registration fee/s, travel expenses, mileage guides such as map quest, lodging expenses, cost of required materials, etc.
2. Submit the completed form and all documentation to the Chair of the Faculty Development Committee: Toni Clough
3. The committee will review the request and recommend action. You will be sent an email notifying you if your application is approved or rejected. The applicant, the finance office, and the applicant's dean or director will be sent an electronic copy of approved applications.
4. Make all travel and registration arrangements (applicant is responsible for these tasks).
5. Complete the evaluation form within two calendar weeks after concluding the activity (the evaluation form is at the end of the application) and submit two copies: 1) to the Prof. Dev. Committee Chair and 2) to the applicant's supervisor.
6. After your activity is completed you will complete the travel expense voucher, which is found at Umpqua.edu/Resources and Services link/Employee Forms/travel. Attach your completed Faculty Professional Development application with all required documents and receipts within two weeks to the Finance Dept. for final reconciliation. See the Finance Dept. or your supervisor for additional information on reimbursement if needed.



Application for Faculty Professional Development Funds

Full time _____
Part time _____

Name: _____ Banner ID _____
Department: _____ Position: _____

For a request that includes a conference, a workshop, or travel:

Title of Activity: _____ Location: _____
Date/Length of Activity: _____ Sponsoring Organization: _____
Registration Fee: _____ Registration Total: _____
Mileage: _____ @ _____ Mileage Total: _____
Number of Meals: B= _____ L= _____ D= _____ Meal Total: _____
(B/L = \$13 each; D = \$26)
Lodging: _____ x _____ days (include lodging tax) Lodging Total: _____
Other Itemized Costs: _____ Other Costs Total: _____
Total cost: _____

For a request for resources (materials, memberships):

(Attach documentation for all requested resources with costs including shipping costs itemized)

Description of resources requested: _____

Source of resources: _____ Total Cost: _____

Total Amount of Faculty Professional Develop Funds Requested: _____

Signatures: All signatures must be included before submitting this form to the Faculty Professional Development Committee

Applicant's Signature: _____ Date: _____

Supervisor/Dept. Chair Signature: _____ Recommendations: _____ Date: _____

Dean/Director Signature: _____ Recommendations: _____ Date: _____

Vice President of Instruction Signature: _____ Recommendations: _____

[] No out of state travel [] Yes out of state travel President's Approval: _____ Date: _____

Action by the Faculty approval committee: Approval and amount: _____ Non-approval _____

Signature of Faculty Professional Development Chair: _____ Date: _____

Activity or Resources Description: *Provide all information requested below.*

Name of Activity/Resources: _____ **Date/s of Activity:** _____

Description of Activity/Resources: *Provide a detailed description of the activity. Explain how this activity is related to your job responsibilities and Professional Development Plan objectives and/or how the activity advances the functions and goals of the college. Attach additional page if needed.*

Benefits to Student: *Explain how this will benefit students by improving instruction and/or services. Attach additional page if needed.*

Check List for Application: *Check that your application includes all of the information below as applicable.*

- _____ **Travel Authorization Form** – required by business office for travel. See Faculty Forms and Information on UCC’s web page.
- _____ All signatures
- _____ Conference agenda
- _____ Registration fee information
- _____ Mileage information – including information from MapQuest or Google Maps
- _____ Airline rates
- _____ Lodging rates
- _____ Documentation of resources requested (include shipping costs)

_____ Documentation of any other expenses



Evaluation of Faculty Professional Development Activity

Within two calendar weeks after concluding the activity, the applicant must complete the evaluation form below and submit it to the Faculty Professional Development Committee Chair, and the applicant's supervisor.

Name: _____ Date of Evaluation: _____

Activity: _____ Date Activity Concluded: _____

1. How did the activity fulfill your expectations with regard to your job responsibilities and Professional Development Plan objectives/UCC Instructional Plan/Strategic Plan initiatives?

2. How do you intend to apply what you learned from this activity to benefit students by improving instruction and/or services?

3. How will you share the information you learned with other UCC Staff (e.g., brown bag lunch presentation, faculty in-service, staff training session)?