

GUIDELINES FOR DISBURSEMENT OF FACULTY DEVELOPMENT FUNDS

THE FACULTY DEVELOPMENT FUND

The Faculty Development Fund has been created to promote activities which enhance the professional growth of the faculty and thus improve the quality of learning and service at Lower Columbia College.

THE FACULTY DEVELOPMENT COMMITTEE

The fund is managed by the Faculty Development Committee. The membership of the Committee is elected to represent faculty from the various departments. The committee will elect, annually, a chair from the faculty committee membership. The members of the Committee agree on the funding levels for the disbursement of funds for an academic year at the beginning of the year. This Committee approves all funding. The Committee's bylaws, which provide details related to funding, are available through each departmental representative and on the Faculty Development Committees webpage.

THE GUIDELINES FOR FACULTY DEVELOPMENT COMMITTEE AND THE DISBURSEMENT OF FUNDS

1. Funding will be made available to both full-time and part-time faculty as outlined in the Faculty Collective Bargaining Agreement, which specifies \$2,500 is allocated for adjunct faculty professional development. Faculty will identify funding priorities during an all faculty vote every two years, in alignment with the funding cycle (on even numbered years). These priorities will be used by the committee to guide in the screening and approval process of applications.

Criteria for 2016-2018

- a) Take into Account the merit of the activity or program.
- b) Give priority to new applicants vs previous award recipients
- c) Take in to consideration the cost & location of activity.
- d) Give priority to awarding the greatest number of faculty.
- e) If an applicant is denied one year, the applicant should be given priority the next year

2. **Qualifying Activities:** The following faculty professional activities may be funded

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through committee funds:

- a) **Tuition Reimbursement.** Faculty members who have received prior approval from the Vice President of Instruction for completing courses, within the current fiscal year, which have clearly added to their professional development may request reimbursement.
- b) **Travel, Registration and Per Diem.** Attendance at professional development meetings, conferences, volunteer service work related to your discipline, seminars and workshops will be supported through the Committee's resources.
- c) **Consultants' Fees and Expenses.** Departments, programs or faculty may request funding to consult with or bring in an experienced faculty from another college or an expert in the field to provide faculty development, or to help solve an educational problem for the College. Department requests, while not limited to the \$1,600 maximum, will be reviewed on a case by case basis and divided among participants.
- d) **Miscellaneous items.** Expenses for miscellaneous items such as books and computer software that are directly related to one's professional growth (such items would not include equipment) can be funded. Expenses can be funded up to a limit of \$500 when other sources of funding have been explored and are not readily available.
- e) **Certificates and Exams.** Requests for certificates and exams should be deferred to other sources. However, the committee may use their discretion to award funds as appropriate.
- f) **Membership Fees:** Requests for membership fees should be deferred to other sources. However, the committee may use their discretion to award funds if appropriate.

3. Application Guidelines:

- a) All faculty may be awarded up to \$1,600 in a two-year funding cycle. New funding cycles will begin every other summer, on even numbered years (2018, 2020, etc.). Departmental requests, while not limited to the \$1,600 maximum, will be reviewed on a case by case basis.
- b) Applicants should request funding prior to an activity occurring. However, faculty may submit requests for activities already completed, but reimbursements are not guaranteed. Providing estimates are appropriate if

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activity details are not yet available.

- c) The Committee, at its regularly scheduled meetings, acts upon requests as they are submitted. If the Committee has more requests than dollars available, requests may not be funded. Requests received after the official deadline will not be considered until the following quarter.
- d) Applicants are encouraged to attend meetings and speak on behalf of their proposed activities. This may be particularly important if the proposal is complicated or unusual. It is encouraged for applicants to brief his or her departmental representative on proposals.
- e) A faculty member may also appear before the Committee to advocate for or appeal an earlier decision of the Committee.
- f) Faculty professional development activities in summer and the upcoming fall are eligible, if a prior approval form is submitted. Expenses incurred on or before June 30th will be funded. Expenses incurred after June 30 will be dispersed in the fall if funds are available.
- g) An application form is available from the Office of Instruction as well as on the Faculty Development Committee webpage.