

NORTHLAND PIONEER COLLEGE



FACULTY PROFESSIONAL DEVELOPMENT APPLICATION

Effective Date: April 11, 2008

FACULTY PROFESSIONAL DEVELOPMENT APPLICATION GUIDELINES

1. The Faculty Professional Development Committee (FPDC), comprised of faculty, reviews applications for professional development funds based on the merits of the proposals as determined by the value to the college, instructional assignment of the faculty member, and evaluation criteria.
2. All full-time members of NPC faculty are eligible to submit proposals. Preference will be given to applicants who have not received funding within the last year. Adjunct faculty who are at level two or above may also submit proposals and adhere to the same guidelines.
3. In the proposal evaluation process, reviewers will consider such factors as:
 - The positive contribution of the activity to the college community
 - The significance of the activity to the academic and /or to the individual applicant's professional development
 - If presenting, the overall benefits to participants and target audience
 - The cost effectiveness of the activity
 - Carl Perkins guidelines if applicable
 - Other funding sources investigated
4. Proposals must be made on the *Faculty Professional Development Application*, available at [://www.npc.edu/learning/forfaculty/facultyprofdev06.doc](http://www.npc.edu/learning/forfaculty/facultyprofdev06.doc). Applicants must receive written approval from their dean before forwarding proposals. **Requests must be submitted both as hard copy with appropriate signatures as well as electronically to the current chair of the faculty professional development committee.**

5. Application deadlines are:	Submission deadline	Activity date
	November 1	December and January
	January 1	February and March
	March 1	April and May
	May 1	June, July, and August
	Sept 1	September, October, November

(Dates may be adjusted as needed for special circumstances.)

6. Professional development funds, if available, may be used by faculty for tuition expenses in degree programs. The tuition expenses allowed shall not exceed the tuition rates charged by Arizona's public universities. The intent and focus of paying tuition expenses from development funds is to strengthen the ability to effectively fulfill job responsibilities of the current position. Professional development funds will not generally be used to pay tuition for individuals pursuing degrees beyond that required for their current position.

Priority Procedures Used In Allocating Funds for Tuition

- a. to fulfill a written agreement at the time of employment;
 - b. to bring employees into compliance with requirements of external accrediting agencies;
 - c. to upgrade an employees training/certifications for expanding job roles;
 - d. attend special schools which provide certifications or licensure;
 - e. to satisfy other situations deemed appropriate by the Deans and Vice President of Learning.
7. The FPDC may request additional information from applicants during the review process. All committee applications and discussions are confidential and any questions regarding the status of your application should be directed to the Chair, FPDC. At the end of the review process the FPDC Chair will notify applicants of funding recommendations.
 8. Multiple applicants for the same professional development activity may have their travel and/or requested award amount adjusted on the basis of overall funding considerations.

9. The FPDC may approve, deny, or pro-rate funding requests; following this review, the committee will forward recommendations to the Vice President for Learning. The Vice President for Learning may approve, deny, or pro-rate funding requests.
10. Upon receipt of the letter of approved funding from the Vice President for Learning, the faculty member will complete the TRAVEL REQUEST-AUTHORIZATION FORM and submit the form along with the award letter from the Vice President for Learning to the Dean/Director for approval. The approved TRAVEL REQUEST-AUTHORIZATION FORM, with all required administrative signatures will be returned to the requester. If a faculty member is requesting a travel advance, the TRAVEL REQUEST-ATHORIZATION FORM will be held in the Business Office instead of being returned to requestor.
11. At the completion of the faculty professional development activity the faculty member needs to complete a TRAVEL REIMBURSEMENT CLAIM FORM, along with attaching the award letter of the Vice President for Learning, the approved TRAVEL REQUEST-AUTHORIZATION FORM (or copy if original is retained by the Business Office for travel advance), and all expense receipts and submit to the appropriate Dean/Director.
12. As part of the receipt of this professional development award, the applicant agrees to 1) notify the FDPC upon completion of the funded activity; 2) submit a two-page report on the major high points of the PD and how it will be used to improve learning. 3) and share information gained with the respective department and division.
13. If Carl Perkins funds are requested, provide documentation that the activity meets Perkins guidelines.

CARL PERKINS
Professional Development Guidelines

- A. In-service and pre-service training on:
 1. effective integration and use of challenging academic and career and technical education provided jointly with academic teachers to the extent practicable;
 2. effective teaching skills based on research that includes promising practices;
 3. effective practices to improve parental and community involvement; and
 4. effective use of scientifically based research and data to improve instruction;
- B. support of education programs for teachers of career and technical education in public schools and other public school personnel who are involved in the direct delivery of educational services to career and technical education students, to ensure that such teachers and personnel stay current with all aspects of an industry;
- C. internship programs that provide relevant business experience; and
- D. programs designed to train teachers specifically in the effective use and application of technology to improve instruction

FACULTY PROFESSIONAL DEVELOPMENT APPLICATION

All applications must be submitted to the Chair, FPDC, prior to the applicable deadline

NAME:

DATE:

Department:

Division:

Full-time faculty:

Associate Faculty:

Level:

Extension Number:

Email address:

What is the proposed activity?

Is this request related to your completing your Individual Professional Development Plan (IPDP) filed with your Dean/Director?

Yes

No

In what way will this promote your Professional Development?

When are the proposed dates of the activity?

Where will the activity take place?

Tuition cost:

Conference/Workshop fees (Attach flyer):

Travel costs:

Lodging (include taxes):

Food: (See per diem chart for maximum allowed. *Reimbursement by itemized receipt only):

Other expenses (e.g., materials, parking, room taxes, fees, shuttle/taxi services, etc.): *Reimbursements by itemized receipt only.

Award will be based on the total requested and any other incidental expenses are the individual's responsibility.)

Total amount requested:

How will this be useful to you as an employee of the college? How will the college benefit if this request is funded?

As part of the receipt of this professional development funding, the applicant agrees to disseminate information as stated in the guidelines; state how you plan to disseminate this information.

What was the last activity you attended supported by a Faculty Professional Development award? Where and when did the activity take place?

Signature of Applicant

Campus/Center

Division Dean/Director Signature

Recommended ____ Not Recommended ____

Comments _____

Faculty Professional Development Committee Determination:

Recommended ____ Not Recommended ____ Recommended Pending Available Funding ____

Amount Recommended _____

Comments: _____

Chair, Faculty Professional Development Committee

Date

Vice President for Learning

☐ Approved ☐ Not Approved

Comments _____

Award letter sent _____ Date _____