

PROFESSIONAL DEVELOPMENT FOR INSTRUCTIONAL SERVICES

A. POLICY:

1. Professional development is an integral part of continual faculty and staff improvement. Faculty and staff have various options for professional development that may be funded from external sources (subject to the provisions of Amendment 41) in full or in part from PPCC professional development funds, or be PPCC professional development activities. Faculty should seek approval from their division PD approval system prior to committing funds to a professional development activity.
 - a. Participation in professional activities must be first approved by the Dean or Associate Dean whose decision is final.
 - b. Out-of-state travel must be approved by the President.
 - c. Participation in college-sponsored professional development activities includes the division paying for any substitutes to cover classes in the faculty member's absence if needed.
 - d. Participation in non-college sponsored professional activities must be paid for by external funds.
 - e. Faculty may elect to take up to two personal days for his/her absence from classes or the faculty member may choose leave without pay.
2. The Center for Excellence in Teaching & Learning (CETL) provides professional development opportunities for faculty and other instructional staff. CETL is a professional development component of Instructional Services whose role in the college is to provide opportunities for professional growth and development for faculty and staff.

B. PROCEDURES:

1. PROFESSIONAL DEVELOPMENT FUNDED BY THE COLLEGE

If a professional development activity is a college-sponsored activity that will be paid for by college professional development funds the college will pay for all costs associated with travel, room, meals, substitutes, etc. Faculty need to submit the Professional Development Funding Request along with the appropriate In-state or Out-of- State travel requests to their division's PD approval committee for approval *prior to obligating funds*, and then at the conclusion of the activity submit the Travel Expense Voucher for reimbursement of any expenses that were not prepaid by the college. Faculty must follow the individual division's PD application procedure for prior approval.

2. PROFESSIONAL DEVELOPMENT FUNDED BY AN EXTERNAL SOURCE

If the professional development activity is funded by an external source, such as a vendor or a national organization, and is not deemed a college-sponsored activity, the college cannot contribute any funds towards costs of the activity. If the faculty member will require substitutes for the time they are gone from classes, they may elect to use up to two personal days for their absence, in which case substitutes will be paid by the college, or the faculty member may submit the substitute information to their division and the division will adjust the substitute and faculty pay accordingly.

3. PROFESSIONAL DEVELOPMENT – NOT COLLEGE SPONSORED ACTIVITY

Faculty and staff may also elect to pay for a professional development activity themselves in whole or in part, depending on circumstances such as limited availability of professional development funds, nature of the activity, etc. In this case, the faculty will work with their dean on determining the breakdown of what costs will be paid from which sources and how substitutes will be paid, consistent with the provisions of items 1 and 2 above.