Central Lakes College
A COMMUNITY & TECHNICAL COLLEGE

FACULTY Development Guidelines

1) Any faculty member who is currently teaching may apply for faculty development funds.

2) Full-time faculty members are eligible for up to $750 every two-year contract cycle with the money being counted in the fiscal year in which it is encumbered. It is critical that faculty members understand that if the proper paperwork is not filed with the Business Office to encumber the funds during the fiscal year in which the Faculty Development activity occurred, it will be counted in the following fiscal year. This could affect their eligibility for funds in the following two-year contract period.

3) Part-time and Adjunct Faculty members are eligible for a pro-rated amount of funds based upon their teaching load for the previous academic year (fall-summer).

4) Funding may be requested for a variety of educational/professional development courses. Some examples include, but are not limited to: workshops, conferences, classes, professional journals, memberships in professional organizations, books/materials and other activities related to professional development, teaching, learning and leadership.

5) Faculty members are eligible to use these funds for activities that may lead to column advancement.

6) Faculty members are expected to share with their peers the information they receive (in summary form) from the activity funded by Faculty Development Funds.

7) Requests for funding must be submitted to the Personnel Committee <u>before an event</u> in order to be considered for approval.
   a) Ideally, requests should be submitted at least 30 days or more in advance.
   b) If the committee receives the Request Form before the event, but not in time to be considered at its last regular monthly meeting prior to the event, it will still be considered. However, the faculty member must then pay for the activity and seek reimbursement if and when the request is approved. The person is taking a substantial risk that the activity may not be approved.
   c) Requests after an event has taken place will <u>not</u> be approved – don't even ask!

Faculty Development Fund Approval Process:

1) Completed form is forwarded to Personnel Committee
2) Personnel Committee reviews and recommends
3) Discipline Meeting reviews and recommends
4) Vice-President of Academic Affairs reviews and approves
5) Copy of approved form sent to faculty member and Business Office
6) Faculty member completes Purchase Requisition/SEMA4 forms for payment/reimbursement and sends to Personnel Committee Co-Chair for signature.

NOTE: Please use the new Faculty Development Request Form revised Nov. 2002.