

CP 2-6: Faculty Development Fund

COLLEGE POLICY: CP 2-6

APPROVED: December 16, 2013

EFFECTIVE: December 16, 2013

REVISED: November 9, 2020

REFERENCES: BP 2-6

The College shall develop faculty development fund policies and procedures for all full and half-time DCC faculty as defined in the Master Agreement are eligible to apply for funds.

Operating Procedure Details:

Applications for monies from the Faculty Development Fund must be submitted on the “Faculty Development Fund Request” form.

Applications must be submitted to the Faculty Development Fund Committee by the fifteenth day of each month. The Committee will not accept applications for activities that are more than-one year from the application date.

Committee Review Procedure: Applications shall be reviewed by the Faculty Development Fund Committee. Applicants may be present at the Committee meeting to provide more detailed information or to answer questions about the request. Priority will be given to those faculty members who have not applied for funds within the past two years. (Requests for organizational memberships or publications are exempted from this prioritization). * Funds may be utilized to send two or more faculty members from the same department to the same conference, seminar, workshop, etc., with administrative approval.

The Committee will submit the application with the Committee’s recommendation for approval or disapproval to the College President. The Committee will provide a copy of their written recommendation to the applicant. An applicant whose request is not recommended by the Faculty Development Fund Committee may appeal directly to the College President.

Reimbursement: The College will pre-pay approved expenses for travel, lodging, and conference registration. Other expenses will be reimbursed upon the submission of the completed Evaluation of Conference form and updated Travel Voucher. These are due within seven days of return to campus.

Tuition Reimbursement: After completion of the approved college course or workshop, the employee must submit a payment voucher along with the invoice or proof of payment, the official grade report, and a copy of the College President approved development fund request form to the business office for reimbursement.

*One specific use, which may be made of Faculty Development Funds, is for organizational memberships and/or professional journals. Each full-time faculty member may request up to \$100 in each academic year for such purposes. Requests for funds for these purposes is a less formal process that requires only the submission of the appropriate form to the Vice President Academic and Student Affairs for the

purpose of tracking funds spent. The form will be forwarded to the Director of Business Operations for payment and does not have to be approved by the College President.

SCOPE These procedures apply to Dawson Community College.

History: 12/27/1993, 6/24/2013, 11/10/2020