Criteria & Process for Faculty Professional Development Requests

Fall 2019

Criteria for Approving Professional Development Funding

for Individual Faculty Requests

Professional development funding is available in support of enrichment activities that support the mission of the college. Those individuals seeking professional development may request funding for activities in the areas they need support within their disciplines/professional roles at NVC. All are encouraged to apply for funds as outlined per the following criteria:

Individual Activity Requests

- Conference attendees/trainees may be asked to participate in on-campus training opportunities or to share what they have learned with others across campus.

Note: Group activities, projects, or presentations occurring within departments/divisions are recommended to be included as part of the unit plan process.

Funding and Conference Limits

- During the academic year, there can be limits as to how many conferences an individual can attend in one year; overall training costs are considered for each request.
- Priority will be given to those who submit completed requests to Elizabeth Rivera/Academic Senate Office at least 45 days ahead of event.
- Out-of-state travel: Requesting to attend an out-of-state conference is limited to full-time employees.
- The President must approve all out-of-state travel.

Activity Approval

- Activities must have a demonstrable impact on students and/or staff at NVC.
- Individuals will be funded based on direct training benefits for the individual's specific role at the college and the NVC strategic plan. Example: increased access for students or use of new technologies to deliver innovative and effective teaching and learning strategies
- Requests forms that are not signed by the employee's dean or supervisor will not be funded.

Directions to Submit Funding Request for Professional Development

To submit:

☐ Complete the [Professional Development Activity form](#). This form can be found on the Professional Development Committee webpage under Academic Senate. The form must include all requested signatures prior to submission in order to be eligible for approval.

☐ Include all estimated expenses for the training when calculating the amount of funding being requested.

☐ Submit the completed form and supporting information, etc. to Elizabeth Rivera in the Academic Senate office (room 1771), at least forty-five (45) days prior to the date of the event.

If approved:

☐ You will receive an email from the Academic Senate office confirming the approval of your request.

☐ Then you will need to complete the NVC request for travel/conference expense approval form (example below) and submit it to the A.S office.

☐ Once you come back from your trip, a travel/conference voucher must be filled out, signed by the dean, and attached to your approved travel form along with all of your receipts.

Notes:

- If an advance to pay for expenses is needed, please submit at least sixty (60) days prior to date of the event to allow for processing.
- Out-of-state travel needs the approval of the college president.
- Completing the Travel/Conference Expense Approval form will assist with coming up with an estimated cost for the Professional Development Activity form.
- Should a request come in three weeks or less prior to the activity, please note that approval process may not be made in time for the Business Office to provide advance reimbursement.
- If you have any questions, please contact Elizabeth Rivera by email or phone: 707-256-7436.

Example Timeline for Planning			
Conference Date	Submit PD Request	PDT Reviews	Notification
10/27/2019	9/1/19	9/15/19	9/22/19

Professional Development Activity Form (EXAMPLE)

Use this form for pre-approval for a professional development activity. Please review professional development guidelines and timeline.

Name _____Herman Munster_____Division/Department ___LADS/English____

Contact Information hmunster@napavalley.edu; (w) 707-222-1313 (c) 707-777-7777
<div align="center">Email, Phone Number and Cell Phone Number</div>

Date of Activity October 29, 2019 Amount of Funding Requested $700_____
(For the $700, include estimated expenses: parking, conference fee, mileage, air fare, meals)

Type of activity, please mark one:

X Individual activity you plan to attend in the future (i.e., conference, lecture, course, observation)
   Note: If an advance to pay for expenses is needed, please submit up to sixty (60) days prior to date of the event to allow for processing.

☐ Professional development training

☐ Other/emergent needs:
_____

Descriptions: (For both descriptions, you may attach a separate sheet.)

A. Brief description of activity

B. Relevance to the strategic plan initiatives (General Fund), SEA (Student Equity Achievement), Guided Pathways, or division or department's goals, and teaching assignment.

C. Based on the funding sources (see guidelines), please identify which funding source your activity falls under and how your activity meets those specific guidelines.

Before turning in your proposal, please obtain approval from the list below.

Department Coordinator _____   Date _____

Dean _____   Date _____

After Submitting Request Form, What Happens Next?

Once a completed hardcopy of the Professional Development Activity forms are submitted to the Academic Senate Office, the request will be handed off to the Professional Development Committee for review.

➢ The Professional Development Committee (PDC) reviews proposals bi-weekly and meets monthly.

➢ The PDC recommends and distributes professional development requests to appropriate funding sources for final approval.

➢ Priority will be given to proposals that meet the college's Strategic Plan initiatives; goals of the Student Equity Achievement (SEA) and other funding sources; and to those that submit completed requests.

➢ Notification of the status of requests is within two to three weeks after submitting the request.

➢ Deans, department coordinators, and individual faculty will be notified of approval/denial by email from Elizabeth Rivera (see next page for example approval email).

Congratulations on your approved professional development request to attend a conference in San Diego, June 11 to June 15, 2019 (total amount $2,500). **Below are next steps to complete the paperwork for approval to travel and steps to complete paperwork after you travel.** Office assistants in your department or division can assist with your registration and travel accommodations.

Items to complete _prior_ to your conference/activity (check off steps):

☐ Please submit your request on the Travel/Conference Expense Approval form and have your dean sign the form (completed example found at end of this document). Here is a link to the new travel forms: http://www.napavalley.edu/businessfinance/Pages/travreimbinfofms.aspx

☐ Attach flyer/brochure about your conference and support for estimated mileage, flight, lodging, meals, tolls, and parking as appropriate.

☐ **If you need an advance**, make sure you mark this on your form. Please note that the Business Office needs a minimum of two weeks advance notice and can only advance up to 85% of estimated mileage, meals, parking, and tolls.

☐ After you have the required signature and documentation, please submit the completed form to the Academic Senate Office, room 1771. **Please do not send your travel electronically to me.** If the office is locked, please leave packet in the mailbox outside the door.

☐ Once the forms have all of the appropriate signatures, the form will be forwarded to the Business Office. A scanned copy of the original approved form with all signatures will be emailed to the applicant for support to include with travel voucher and/or credit card logs. Please note if you have questions about your travel advance, you will need to check with the Business Office once you receive the scanned copy (this scanned copy is also needed for the next steps below).

Items to complete _after_ your conference/activity:

☐ Once you come back from your trip, a travel/conference voucher must be filled out, signed by the dean and attach it to your approved travel form. Please attach all receipts to the voucher. When completed, please send the receipts attached to the voucher and the final approved Travel/Conference Expense Approval form (with Controller's signature) directly to me. Make sure you download the **new voucher form** from the Business and Finance Office website. Here is the link: http://www.napavalley.edu/businessfinance/Pages/travreimbinfofms.aspx

NAPA VALLEY COMMUNITY COLLEGE DISTRICT
REQUEST FOR TRAVEL/CONFERENCE EXPENSE APPROVAL

APPLICANT: Herman Munster COLLEAGUE ID#: XXXXXXX DATE: xx/xx/xx
DESTINATION: 1234 Teaching Hwy, Napa, CA. 94585
PURPOSE OF TRIP: Best Teaching Practices Conference 2019
TRAVEL DATE (S): xx/xx/xx TO: xx/xx/xx

Registration	Meals	Lodging	Transportation		Total
$200	$16	$0	10 miles x mileage rate	.58	$221.80
			Parking $5		$5.00
			Toll $0		$0
			Ground Transportation $0		$0
			Airfare $0		$0

ADVANCE REQUESTED: ☐ YES ✓ NO   REQUEST FOR ADVANCE MUST BE SUBMITTED TO THE BUSINESS OFFICE AT LEAST 10 WORK DAYS PRIOR TO THE DATE THAT THE CHECK IS REQUIRED.

CHECK REQUESTS:

	Amount	Payable to:	Mail Check		Business Office Use Only Voucher No.
1.	$ 200	Best Teaching Practices Conference 2019	YES	✓ NO	
2.	$		YES	NO	
3.	$		YES	NO	
4.	$		YES	NO	

Instructions/Notes: _____

_____

SIGNATURES:

_____   _____
                                    Budget Center Manager   PRINT NAME & SIGN

_____   _____
            Applicant   Program Director (required if using grant funds)   PRINT NAME & SIGN

_____   _____
Supervisor   PRINT NAME & SIGN   Superintendent/President (required if traveling out-of-state)   PRINT NAME & SIGN

IMPORTANT: ALL BUDGET CODES MUST BE ENTERED. REQUESTS WITH INCOMPLETE CODES WILL BE RETURNED.					
FUND	ACTIVITY	PG FS	OBJECT	BUDGET CTR	AMOUNT

(Business Office Use Only)

FUNDS DISBURSED - CHECK DATE/#/AMT: APPROVED BY:

                                             _____

Updated 9/15/17