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Owner Emily Weinacker  
Area 2.0 Human Resources

## Professional Growth Funds Full-Time Faculty, 2.38

### OPERATIONAL POLICY STATEMENT

Participation in professional development activities, and the application of learning, is a responsibility of every employee. Professional development includes a wide variety of activities supported and encouraged by the College to improve skills, knowledge, and behaviors to enhance effectiveness and service to the College community.

Yavapai College grants fiscal awards to continuing contract, probationary or limited term teaching a full-time load faculty for activities that lead to academic and professional growth. Proposals for appropriate activities will be reviewed by the Professional Growth Committee.

### PROCEDURE

Funds for Professional Growth will be awarded on an annual basis (fiscal year July 1 – June 30), subject to budget determinations and administered through a separate fund account. The Professional Growth Committee may recommend grants not to exceed 50% of its budget for activities that occur prior to December 31 of the fiscal year. All decisions for awards during a fiscal year will be made by May 15. The recommendations are made to the Vice President of Academic Affairs who may approve or disapprove the recommendation. If the Vice President of Academic Affairs disagrees with any recommendation, he/she will inform the committee which will reconsider and review in light of the information and judgments expressed by the Vice President of Academic Affairs.

Accounting of funds will be performed by the Business Office and the Committee in the following manner. The Chair of the Professional Growth Committee will maintain books for the fund as a whole and for each award. Any increase in expenditures or major shifts in expenditures among categories will be recommended by the Committee as a whole to the Vice President of Academic Affairs or designee. All expenditures will require a Travel Expense requisition submitted to the Business Office through the Committee Chair and Vice President of Academic Affairs or designee. Applications received in a timely

manner will be evaluated on merit, benefit accrued to Yavapai College, prior Professional Growth funding for the year and funding availability. The maximum amount awarded during a fiscal year is currently \$2,000 and subject to budget allocation. Funding is awarded on a first-come, first-serve basis. The deadline for applications is a week prior to the scheduled Professional Growth meetings, and/or May 1 of the fiscal year in which funding is requested.

Funding involving academic coursework is awarded on a reimbursement-basis with a minimum grade of "B".

The amount of funding for each award is determined by the Professional Growth Committee. The Vice President of Academic Affairs or designee determines final awards, based upon recommendations by the Committee. A proposal may be rejected or returned for rewriting either by the Division Dean or the Professional Growth Committee. Committee members may not be involved in committee discussions involving, or voting on, proposals that they have personally submitted for award.

## Activities Eligible for Professional Growth Funding

- Travel to and participation in professional conferences, workshops, expositions, seminars, and training
- Activities related to participation as a member in professional organizations
- Activities related to advancement/enrichment in a professional discipline
- Tuition reimbursement for courses required for certification or licensing
- Tuition reimbursement for appropriately accredited courses related to faculty members' current discipline or a discipline that fulfills a Yavapai College programmatic need.

## Forms

The Professional Growth Application and Checklist are available on the Office of Academic Affairs website. The Travel Request form is available in the Business Office or from a Division Administrative Assistant.

## Procedures for Activities Involving Travel

The professional growth application package must be submitted to the Professional Growth Chair or the administrative support personnel of Professional Growth in the Office of Academic Affairs.

- Completed Professional Growth Application for Full-time Faculty signed by applicant
- Completed Travel Request form signed by applicant and Division Dean
- Attached flier, brochure, fact sheet or other descriptive material detailing the activity
- The application and travel request form must list all expenses for the proposed activity including fees (excluding annual membership dues), supplies, travel per diem (refer to travel rate index for out-of-state travel), airfare, etc. Air travel is funded at the lowest commercial rate, exclusive of standby.
- After the application is reviewed by the Professional Growth Committee and approved by the Vice President of Academic Affairs, the applicant will be informed in writing of the decision.

- If approved, the administrative support personnel in the Vice President's will acquire the remainder of required signatures, assign it an account code, and forward it onto the Business Office.
- If the application is awarded far in advance, the Business Office will process the advancement approximately one month in advance unless designated otherwise.
- Upon completion of activity, the faculty member is required to complete the summary portion of the Travel Request form, and submit (green & gold copy) to the Business Office with any applicable receipts (no later than 15 days after the completion of travel).

## Procedures for Activities Involving Coursework or Training

The professional growth application package must be submitted to the Professional Growth Chair or the administrative support personnel of Professional Growth in the Office of Academic Affairs.

- Completed Professional Growth Application for Full-Time Faculty signed by applicant.
- Attached documentation or other descriptive material detailing the activity.
- After the application is reviewed by the Professional Growth Committee and approved by the Vice President of Academic Affairs, the applicant will be informed in writing of the decision.
- Faculty member enrolls in and completes course.
- After course completion with a grade of B or better, faculty member may forward tuition receipt and transcript/grade report to the administrative support personnel of Professional Growth for reimbursement processing.

## OPERATIONAL POLICY HISTORY

Formerly Policy 2.7.6, Adopted 6/7/2011

Renumbered to Policy 2.38 in 10/2014

Updates Approved by President 12/12/2018

Revised to "Operational" Policy, Vice President of Instruction & Student Development to Vice President of Academic Affairs 3/5/2021

Transferred to PolicyStat 12/1/2021

## Approval Signatures

**Step Description**

**Approver**

**Date**