

**Yavapai College**  
**Faculty Professional Growth – Process Instructions**  
[Faculty Professional Growth Procedures, 2.05.1](#)

Yavapai College grants fiscal awards to continuing contract, provisional or temporary faculty teaching a full-time load for activities that lead to academic and professional growth. Proposals for appropriate activities will be reviewed by the Faculty Professional Growth Committee. **Any expenses more than the approved award will NOT be covered by Professional Growth funds. If there are no other funds for request available through other budgets, the faculty member will be responsible to pay for difference.**

Following are the instructions and steps for completing the Faculty Professional Growth Applications with required information and documentation for approval.

DynamicForms is used to gather the required information and approval signatures needed for the Faculty Professional Growth Application approval. DynamicForms is an electronic form submission process which allows required documentation to be submitted and transferred securely and efficiently.

### Application Process

**Please allow at least 3 weeks for your application to move through the review and approval process. The Faculty Professional Growth Committee meets twice per month to review applications.**

**NOTE:** If activity is occurring during the months of June, July, or August, applications MUST be submitted by May 1. If activity is occurring during the NEXT fiscal year, applications may NOT be submitted prior to March 1 of the current fiscal year.

#### **Step 1 – Faculty Member:**

The faculty member starts the process by completing the DynamicForms Professional Growth Application. The application is available at the following locations:

- Office of Instructional Support website – Faculty Forms area
- Human Resources website – HR Toolbox – ‘People Section’ - Faculty Tools area – Faculty Resource Manual – ‘P’
- Faculty Professional Growth Procedures, 2.05.1 – References (bottom of page)

Note: The requirements of the application process will be different depending on if the application requires travel or no travel.

#### **Step 1A**


When the faculty member first opens the application, the Dean/Associate Vice President must be selected from a dropdown list as soon below:

The screenshot shows a web form titled "Instructions" with a section for "Form Participants". A dropdown menu is displayed with the text "Dean/Associate Vice President" above it. The dropdown menu itself contains the text "Please select" and a downward arrow. Below the dropdown, there is a small note: "Contact information is in the format Description: Last Name, First Name". At the bottom left of the form, there is a "Continue" button.

**Step 1B**

The faculty completes the Full-Time Faculty Professional Growth Application (as shown below). Many of the application fields are required to advance to the next page. These items are marked with red asterisk.

\* = required field  
 Some content may be updated based on selection



### Full-Time Faculty Professional Growth Application

It is **HIGHLY** recommended that you read the [Faculty Professional Growth Procedures, 2.05.1](#) prior to completing this application.

*The maximum amount awarded during a fiscal year is currently \$2,000 and subject to budget allocation.*

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First Name: \*    Last Name: \*    Y#: \*    Email: \*

Select Associate Vice President/Dean: \* -- Please Select --    Date of Event: \*

Please enter the contact information for the Instructional Support Specialist for your Department/School:

First Name: \*    Last Name: \*    Email: \*

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Type of Activity: \* -- Please Select --

Total funding amount requested: \*

Description of Activity: \*

If activity exceeds funding amount, list budget account or alternative source that will fund the remaining amount.

Date of last Professional Growth award, if any:     Activity supported by last Professional Growth award:

Is anyone else from the College participating in this activity? If yes, list.

Are funds for this activity available through other budgets?    \*  Yes     No    Have you applied?     Yes     No

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How will this activity benefit faculty, students, division, college and/or community?

How will this activity enhance your professional growth?

Would you be willing to present to your Department/School and/or the Instruction Committee?    \*  Yes     No

#### Faculty Applicant Signature

Comments (optional):

Signature \_\_\_\_\_ Date \_\_\_\_\_

To submit this form after signing, click the "Next" button.

If the professional growth involves travel, you will also complete the top portion of the travel form on the 3rd page where indicated. Once the Instructional Support Specialist for your department/school has completed the travel information portion of the form, it will come back to your step to review the entered information before it goes to your Dean for review.

If the professional growth does not involve travel, you will click "Submit Form" on the next page.

The next page of the application will be determined by the Type of Activity selected as shown below:

Please input 'Total Funding Amount Requested' even if over the \$2,000 per Faculty limit to gather data for increased costs.

Type of Activity: \* -- Please Select --  
 Total funding amount requested: \*  
 Description of Activity: \*

Type of Activity: \*  
 -- Please Select --  
 Activity involving travel  
 Activity involving coursework/training  
 Total funding amount requested: \*  
 Description of Activity: \*

### **Step 1C: For Activity involving coursework/training**

#### **Process Workflow:**

1. Faculty
2. ISS (if returned for revision, goes back to faculty, and then to ISS again once revised)
3. Dean or Associate Vice President
4. Professional Growth Committee
5. Provost

*If your application is returned for revision at any approval, it goes back to faculty, and then to ISS again once revised.*

**NOTE:** If the faculty member is requesting TUITION REIMBURSEMENT, they must upload the most recently completed *Request to Apply Advanced Education* form. This form ensures the degree and institution has been verified as accredited. Any other coursework or training request does **NOT** need an uploaded form.

If the faculty member has not completed a *Request to Apply Advance Education* form, they should not continue with the Full-Time Faculty Professional Growth Application until the *Request to Apply Advance Education* form is complete.

Type of Activity: \* **Activity involving cour** ▼  
 Total funding amount requested: \*  
 Description of Activity: \*

**Do NOT continue the Faculty Professional Growth Application until the form below has been completed.**

Click on this to access the form: [Advanced Education Form](#)

Please Upload the Completed Request to Apply Advanced Education form:

The faculty member MUST provide detailed information of coursework/training including a website link and attachments of all pertinent information, i.e., cost, invoice for payment, description, etc.

Attach documentation or other descriptive material detailing the coursework or training.

Upload information here:

Website link (if applicable):

**Faculty Applicant Signature**

Comments (optional):

When the Full-Time Faculty Professional Growth Application is complete, Faculty members select the 'Next' button to push the application to the ISS for verification of correctness. Once the ISS submits the form, the application will be pushed through to approvals as indicated below:

\* = required field

**Yavapai COLLEGE**

**Approvals**

**Dean Recommendation/Decision**

Recommendation/Decision: \*

Comments:

\*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Professional Growth Committee Recommendation**

Committee recommendation: \*

Awarded Amount: \*

\*

Committee Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

**Vice President of Academic Affairs Decision**

Decision: \*

Comments:

\*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty must SUBMIT form to move it to the next step - ISS/Coordinator completes Travel Form.

**NOTE:** After the faculty member submits the application, each subsequent step allows the form to be returned to the applicant or previous step for revision, if needed. Revisions may be necessary if adequate information has not been provided, missing documentation, etc. When the "Return for Revisions" button is selected, the below screen will appear. Very specific details should be provided explaining the reason for the return and what is needed for the process to continue.

If the application is "Returned for Revision", the corrections must be made and the approval flow will start again.

**Return For Revision**

This form will be returned for revision. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.

To

Subject

Body

Source Copy Paste Undo Redo Find Replace Print Fullscreen Help

**B** **I** **U** **X<sub>2</sub>** **X<sup>2</sup>** Align Left Align Center Align Right Align Justify

Styles Format Font Size A Color

Paragraphs: 0. Characters (with HTML): 0

Return this form for revision
Cancel and return to form

Once the application is reviewed by the Professional Growth Committee and approved by the Provost the applicant will be informed via automated email of the decision. If approved, the faculty member enrolls in and completes the coursework or training. The Business Office will be notified of the approval.

If the application was for tuition reimbursement, after course completion with a grade of B or better, faculty members shall forward tuition receipt and transcript/grade report to the Business Office for reimbursement processing.

### **Step 1C: For Activity involving travel**

#### **Process Workflow:**

1. Faculty
2. Instructional Support Specialist (ISS)
3. Faculty (approval of input of travel information made by ISS)
4. Dean or Associate Vice President
5. Professional Growth Committee
6. Provost (approval needed for out-of-state travel)
7. President (approval needed for out-of-country travel)

*If your application is returned for revision at any approval, it goes back to faculty, and then to ISS again once revised.*

The faculty completes the Full-Time Faculty Professional Growth Application. Many of the application fields are required to advance to the next page. These items are marked with red asterisk. The top section of the application with an activity involving travel is the same as for activity involving coursework/training. However, for an activity involving travel there is an additional Travel Information section as shown below:

### Travel Information

Providing the following information will assist your Instructional Support Specialist in completing the travel portion of this form.

#### Conference/Event Information:

Enter the website link for conference/event:

Upload a screenshot/pdf of the conference/event cost:

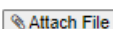


Upload a screenshot/pdf of the conference/event cost:



#### Agenda:

Upload a screenshot/pdf of the agenda or equivalent:



#### Accommodations:

Enter the website link for hotel(s) affiliated with conference/event:

Upload a screenshot/pdf of the hotel cost:



Upload a screenshot/pdf of the hotel cost:



#### Airfare/baggage:

Upload a screenshot/pdf of the airfare cost:



Upload a screenshot/pdf of the baggage cost, if applicable:



Please ensure your upload includes the date this pricing was obtained

#### Transportation/Meal Information:

How are you getting to and from the airport?

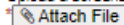
- \*Private Vehicle  
 Shuttle  
 \*\*Other

\*\*Other, please describe:

Will you require transportation at the destination?

- Yes  
 No

Upload a screenshot/pdf of the cost:



Meals: Traveler is eligible for meal allowance when in travel status for a minimum of 24 hours and is more than 50 miles away from the traveler's post of duty. Meal Allowance/Reimbursement Rates are based on [Reimbursement Rate Index](#) for the current in-state and out-of-state.

If meals are provided (including continental breakfast) at Conference/Convention/Accommodation, the traveler shall not be entitled to any per diem allowance for those particular meals.

Approximate total cost:

### Faculty Applicant Signature

Comments (optional):

(click to sign)

Signature

Date

To submit this form after signing, click the "Next" button.

If the professional growth involves travel, you will also complete the top portion of the travel form on the 3rd page where indicated. Once the Instructional Support Specialist for your department/school has completed the travel information portion of the form, it will come back to your step to review the entered information before it goes to your Dean for review.

If the professional growth does not involve travel, you will click "Submit Form" on the next page.

Save Progress

Next

The faculty member MUST provide detailed information of ALL aspects of the travel including website links and attachments of all pertinent information, i.e., event information with costs, schedule of events, meals provided, accommodations, airfare/baggage, mileage, parking, transportation, etc.

The next page in the process is the Travel Request Form. **The faculty member will complete ONLY Section 1: General Information**, and then click **Next** to push the form to the Approvals page. The last step of the process for the faculty member requires the faculty member to **SUBMIT FORM at the bottom of the Approvals page.**

As soon as the form is submitted, the faculty member will receive an acknowledgement email from *do-no-reply@yc.edu* with the subject line: *Full-time Faculty Professional Growth Application successfully submitted*. The faculty members will have the opportunity to view, download and save a PDF of the application.

At the same time, the Instructional Support Specialist will receive an email from *do-no-reply@yc.edu* with the subject line: *Travel request needed: Full-time Faculty Professional Growth Application submitted*.

This email provides instructions for the Instructional Support Specialist to access the application to complete the travel portion of the form.

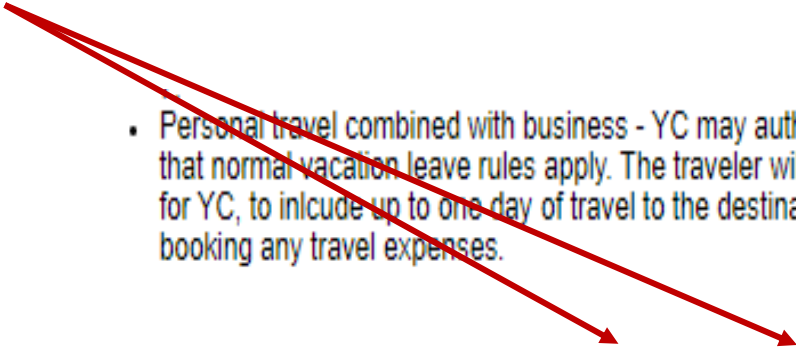
### **Step 2 – Instructional Support Specialist (ISS)/Coordinator:**

The ISS/Coordinator will use the information provided by the faculty member to complete the Travel Request. **All File Uploads from the Travel Information section provided by the faculty member MUST be downloaded and saved, to then upload to Section 4: Attachments of the Travel Request!!!**

The ISS/Coordinator will enter the form and will only be able to preview the Full-Time Faculty Professional Growth Application; changes cannot be made. Proceed to the next page, which is the Travel Request Information page.

At the bottom of the Travel Request Information page, the ISS/Coordinator can 'Return for Revision' if inadequate travel information was provided by the faculty member. Otherwise, proceed to the next page.

- Personal travel combined with business - YC may authorize a traveler's request that normal vacation leave rules apply. The traveler will only be reimbursed for loc for YC, to include up to one day of travel to the destination and up to one day to booking any travel expenses.



The next page is the Travel Request Form. The ISS/Coordinator must complete Sections 2, 3A, 3B, 4, and the FOAP information as shown below. Additional FOAP lines can be added as needed.

Section 2: Anticipated Expenditures - To be completed by Instructional Support Specialist									
Meals and Lodging <small>(Use AZ State Per Diem Rates)</small>					Mileage <small>(Use Google maps/YC Campus Chart)</small>				
Breakfast		Lunch		Dinner		Meal Total	Lodging Total		
QTY	Rate	QTY	Rate	QTY	Rate				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00	<input type="text"/>		
\$ 0.00		\$ 0.00		\$ 0.00					
					Private Vehicle Mileage		YC Vehicle Mileage		Mileage x Rate (\$0.25)
					<input type="text"/>		<input type="text"/>		\$ 0.00
					<input type="text"/>		<input type="text"/>		
Transportation					Miscellaneous				Total Anticipated Expenditures
Shuttles/Taxi	Rental Car/Gas	Airfare	Airline Baggage Fees	Other	Registration	Parking	Tips	Other	\$ 0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Section 3A: Payment Information - Complete the section below if travel expenses will be paid by liaison via a purchase card.									
Lodging	Airfare	Transportation	Registration	Other	Description of Other	Total			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00			
Section 4: Attachments									
Please provide hyperlink to the conference website (required if applicable): <input type="text"/>									
And/or attach information by clicking the boxes below and uploading saved PDF, Word or Excel documents									
<input type="checkbox"/> Conference Info <input type="checkbox"/> Lodging <input type="checkbox"/> Transportation <input type="checkbox"/> Other Misc.									
Test URL to ensure it goes to the correct website page. Also, ensure attachments are valid.									
To be completed by Liaison									
Fund	Organization	Account	Program	AMOUNT	Add Another				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00	<input type="checkbox"/>				
<input type="checkbox"/>									
Comments: <input type="text"/>									

The application will be Returned for Revision if **this** amount does not match 'Total Funding Amount Requested' from the top of the Faculty Application page.

Liason Signature                       Date

**Traveler Certification and Signature**

Traveler Comments:

If driving, traveler certifies that they hold a valid vehicle operator's license, and if personal vehicle is to be used, that minimum state insurance requirements are met.

Traveler Signature                       Date

When the ISS/Coordinator has completed and signed the form, click Next to go to Approvals page, and Submit Form to push the form to the faculty member for review. The faculty member will receive an email from *do-no-reply@yc.edu* with the subject line: *Review & Sign: Travel form portion of the Full-time Faculty Professional Growth Application.*



At the same time, when the form is submitted, the ISS/Coordinator will have the opportunity to view, download and save a PDF of the application and travel form.

The faculty member will progress through the application and travel form to verify information. If corrections are needed, the faculty member may Return for Revision. If this is the case, the ISS/Coordinator will receive an email with detailed information for revision. After revisions, the form will go back to the faculty for Traveler Signature.

If no revisions are required, once the faculty member signs the form and clicks Next, the form will proceed through the Approvals process as indicated by the Process Workflow.

**Traveler Certification and Signature**

Traveler Comments:

If driving, traveler certifies that they hold a valid vehicle operator's license, and if personal vehicle is to be used, that minimum state insurance requirements are met.

Traveler Signature \_\_\_\_\_ Date \_\_\_\_\_

Once the application has been approved, reviewed by the Professional Growth Committee, approved by the Provost, approved by the President (if out-of-county travel), the applicant will be informed via automated email of the decision. The Business Office will be notified of the approval and will send a Travel Claim Form with instructions to the faculty member.

Congratulations! You did it! The ProGro application process is complete!

