

Professional Development Funding Request Procedures

As a means of providing clearer guidance to all faculty who wish funding consideration by the Compensation and Benefits Committee, this document will answer several questions and concerns that have been raised in previous years. The actual Professional Development Funding Request application process includes a two page document to be submitted to the committee, along with any supportive documentation available to aid the committee in their consideration of your request.

The premise for this document is that funding is allocated by the college for the purposes of Professional Development for the academic year. Should there not be a Professional Development funding pool for that academic year at Great Basin College, then the Committee will have no recourse in consideration of requests but to deny recommendation due to lack of funds.

Additionally, the applicant must meet the minimum requirements as outlined in this document, the Funding Request Form, and the Funding Request Checklist. Timely submission of all documents is critically important when limited funds are available to ensure consideration. The Professional Development Funding Request applies to all faculty, regardless of their contract status.

Procedural Updates:

- a) The current written process bases funding request submissions on specific calendar dates for consideration. These have been extended to allow more time for faculty to submit their request for funding. See the revised Checklist for specific dates.
- b) Current unwritten process dictates an “annual approach” to funding requests as it is on a “first-come, first-serve” basis. It has been considered by many who have voiced concerns to committee members as less collegial than GBC faculty desire because Spring conferences in the past that have been deemed worthy, have gone unfunded due to the funding pool depletion in the Fall. Going forward, the pool of funds available will be split between the Fall and Spring semesters equally (i.e. If we have \$5000 available, \$2500 will be available for each semester for faculty consideration).
- c) The current written “Checklist” calls for a “first-come, first-serve” funding consideration. Faculty have advised the Committee that this is deemed unfair to all departments and not collegial. Typically the Committee would receive multiple requests from limited departments early in the Fall semester leading the committee to possibly fund several requests from a department and deny some worthy requests later due to a lack of available funds.

Starting with the Fall 2014 semester, faculty applications will be considered per the Checklist with one potential request approval per voting rep in the Faculty Senate Containers and the “first-come, first-serve” approach previously employed no longer the policy. Additional requests from the same department will have to pursue alternative funding (i.e. departmental budgets, Senior Administration, etc.). Surplus funds in the budget unallocated at the end of the Fall semester, if any, will roll over to the Spring semester.

- d) Current procedures are largely undocumented and implemented by recollections of previous committee members, consultation with senior administration, interpretation of loose guidelines, and/or following unspecified “norms”. This document is meant to provide clearer guidance to the Committee and faculty as of the start of the Fall 2014 academic year. However, it is by no means all-encompassing or entirely definitive. As with all procedures at the college, it is subject to revision in the future.
- e) Current unwritten procedures do not specifically identify the amounts to be awarded per request and Committee recommendations. Due to the limited funding for Professional Development by the college as a result of budgetary restrictions, at the first meeting of the Compensation and Benefits Committee each Fall, a decision will be made as to the maximum monetary amount that will be considered for faculty funding requests in that academic year. If the fund provided by GBC is less than \$4,000, the funding consideration will be limited to the cost of conference registration or the maximum ceiling designated by the committee for that academic year if it exceeds the registration. This does not mean that all who are funded will receive the maximum amount as other factors will be weighed in the Committee recommendation to senior administration. This will be communicated by the Compensation and Benefits Committee Chair at the first Faculty Senate meeting and in an email communication to faculty. It is hoped that knowing ahead of time what the ceiling is for possible funding, the faculty member can then pursue their likely additional funding needs proactively rather than reactively.
- f) The Travel Request Checklist” has been updated and renamed the “Professional Development Funding Request Checklist” to more accurately reflect the intent of the Committee. It has been incorporated with the Fund Request Form into a single two page document. Additionally, the checklist has been revised to include changes in criteria and possible point totals that can be achieved. The applicant must score a minimum of 4 points on the mandatory items highlighted in bold. At that point, the committee will weigh other factors and points in their decision to either recommend or not recommend for funding and at what monetary level.