



POLICY AND PROCEDURE

Procedure:	Professional Development Funding Request Procedure
Policy No.:	5.30
Department:	Business Affairs
Contact:	Vice President for Business Affairs

Policy

A clear guideline for full-time faculty and administrative faculty to apply for funding consideration by the Compensation and Benefits Committee for professional development. The actual Professional Development Funding Request application process includes a two-page request form to be submitted to the committee, along with any supportive documentation available to aid the committee in their consideration of the funding request.

The Compensation and Benefits Committee makes recommendations for the disbursement of Professional Development funds that are allocated by the college for the current academic year. Should there not be funding for the Professional Development pool for that academic year at GBC, then the Committee will review applications for worthiness and forward to the appropriate VP for funding consideration via other sources.

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

Procedures

1.0 Professional Development Funding General Information

Professional Development funding is a “reimbursement revenue source.” Applicants are required to make all arrangements, including registration, travel, and lodging. If an application is awarded, the applicant will be reimbursed for their expenses. Awards may not cover all costs.

The deadline for submission of a request must be met in order to receive funding. The Compensation and Benefits Committee must receive the application by October 31st for fall semester and by March 30th for spring semester.

There will be only one potential request approval per voting rep in the Department/Faculty Senate Containers per semester. Additional potential requests from the same department will have to pursue alternative funding (i.e. departmental budgets, Senior Administration, etc.). After the close of the filing deadline each semester, The committee may recommend Unallocated funds may be distributed in two ways. First, unallocated funds from the fall semester pool could be rolled over for spring semester distribution; or, may be distributed according to need to those applications approved for funding initially or deemed worthy of funding.

The amount of funding for the Professional Development fund is typically announced at the beginning of the academic year. is not known ahead of time for each academic year. At the first meeting 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 (i.e. – applicant is a presenter at a conference). This will be communicated by the Compensation and Benefits Committee chair at the first Faculty Senate meeting and/or in an email communication to faculty. The applicant must complete the Professional Development Funding Request Checklist and Professional Development Funds Request Form and submit to the Compensation and Benefits Committee chair by the deadline to be considered for funding. The applicant must score a minimum of 4 points on the mandatory items highlighted in bold. The committee will weigh other factors and points in their recommendation of funding.

The applicant can pursue additional funding opportunities as well.

Applications will not be considered if applicant is applying for re-certification and/or licensing for his/her technical field or if applicant is applying for summer travel.

A person receiving Professional Development funds is required to provide the Chair of the Compensation and Benefits Committee a one page memo reporting on the meeting/event attended. The recipient may have additional reporting requirements to their supervisor or department.

NOTE REGARDING PROFESSIONAL ADVANCEMENT FUNDING

**Original Approved by PC: April 22, 2014, January 13, 2015
Contact the assistant to the president for any questions, corrections, or additions.**

GREAT BASIN COLLEGE
FACULTY SENATE COMPENSATION AND BENEFITS COMMITTEE
PROFESSIONAL DEVELOPMENT FUNDS REQUEST FORM

Name: _____ Event: _____
 Dates: _____ Location: _____

Purpose of Conference or Event:

Benefit to College:

How this will improve my teaching and/or department:

Method of Transportation:

ESTIMATED COST *	
Transportation:	_____
Lodging:	_____
Registration:	_____
Meals:	_____
Other:	_____
Total Estimated Cost:	_____

Meal Estimates: See the "Per Diem" handout Lodging Estimates: See the "Lodging" handout Mileage: See the in-state Mileage Map and the "Per Diem" handout.

When traveling out-of-state, all receipts, except food, must be submitted: e.g., taxi, parking, motel, etc.

 Applicant's Signature

 Date

 Department Chair or Vice President Approval

 Date

Please attach all relevant documents that could help the committee make a decision. (i.e., conference brochures, etc.)

APPROVAL:

Amount: _____

 Faculty Senate Compensation and Benefits Chair

 Date

Amount: _____

 Prof Development/Vice President-Academic Affairs

 Date

GREAT BASIN COLLEGE
FACULTY SENATE COMPENSATION AND BENEFITS COMMITTEE
Professional Development Funding Request Checklist

Criteria	Points Earned/Points Possible
1) <i>Applicant is applying for re-certification and/or licensing for His/her technical field (Violates the committee's boundaries)</i>	<i>Application not considered</i>
2) <i>Applicant is applying for summer travel (Violates the committee's boundaries)</i>	<i>Application not considered</i>
3) The deadline for submission of request has been met (Submission must be received by Committee Chair prior to deadline below for Committee consideration) <i>Fall Semester - October 31st –</i> <i>Spring Semester - March 30th</i>	____/ 1 point
4) Constitutes allowable submissions per this container for the academic semester (Number of Container Voting Reps denote allowed submissions)	____/ 1 point
5) Applicant is a presenter or co-presenter at this conference or event. <i>*(see below)</i> (Must include documentation in request packet)	____/ 3 points
6) Amount of time that has transpired since last application approval. 0 point = Applicant received funds within one year. 1 point = Applicant has not applied for funding within last year. 2 points = Applicant has never applied for funding.	____/0-2 points
7) Level of critical benefit to the institution. 0 point = no impact; personal development only 1 point = impact is at department/program level only 2 points = impact is across several departments/program levels. 3 points = significantly impacts the institution and/or majority of the student population.	____/0 – 3 points
8) Degree of travel required for this Conference or event. 1 point = the rest of the 48 contiguous states 2 points = in a state bordering Nevada 3 points = within the state of Nevada	____/ 1 – 3 points
Total Points Earned	_____/13 Possible

(1 point score minimum on bold items is mandatory for funding consideration)

**Presenters are eligible for an additional 10% funding in excess of the established ceiling*