



2019/2020

Professional Development Activities Request for Funding

Definition of a professional development activity: A professional development activity (PDA) is a planned, documented pursuit that improves a faculty person's or administrator's skills, or improves the services provided to the College's clientele by those individuals. Qualified applicants are encouraged to propose activities to meet their professional development needs.

Purpose of the program: The Professional Development Activities Program is provided to encourage activities designed to maintain or enhance program and or institutional performance.¹

Statement: TBCC will provide funds, as budget allows, for faculty and staff professional development on an annual basis. The term professional development may be used in reference to a wide variety of specialized training, formal education, or advanced professional learning intended to help administrators, faculty, and others working in the field of education to improve their professional knowledge, competence, skill, and effectiveness. To be done well, professional development should be; tied to an annual professional development plan, realistic, relevant, monitored, agreed and reviewed, evidence based, and aligned to institutional and/or personal goals that help further increased student success. Faculty and staff wishing to access professional development funding should first complete a professional development plan with their supervisor.

Process to seek funding consideration: Applications should be submitted as early as possible prior to the actual class or training. To be considered proposals must be in writing and address the following criteria: [a] overview of proposal, [b] objective of activity, [c] outcome measurement, [d] time frame for accomplishment of objective and submission of a written activity report, [e] plan and time frame for sharing information from the activity with other TBCC faculty and/or staff, and [f] a budget itemizing funding requested for the activity. Proposals which combine Professional Development Activity objectives will also be considered. Proposals are to be submitted to the Chief Academic Officer (for faculty) or Director of Facilities, Safety and Human Resources (for staff).

Funding provided to support the program: Funds for both faculty and staff are so designated in the annual budget and are allocated on an "as needed basis" combined with equity considerations.

Disbursement Faculty: Each regular faculty will be allocated \$1,000 per year for PDA per academic year. If a faculty so elects, they may roll their funds over for one year (only), thus spending \$2,000 per biennium which allows for national conference attendance. However, this must be done in writing no later than January 1 of the academic year they would like to roll over. In addition to this, \$5,000 in PDA will be set aside for adjunct faculty. The application process for PDA will open on the first day of fall term. Adjunct requests will be granted at amounts equal to, or less than, \$500 during this period. On January 10, an email will be sent out with remaining PDA balances available. At this time all faculty can submit requests for additional funding, as available, from these remaining funds. Faculty cannot roll dollars over their original allocation above. However, in the second half of the year, funding limits will not be applied and funds will be distributed as received on a first come first serve basis until funds are exhausted.¹

Disbursement Staff: Staff members are eligible for PDA upon completion of 12 months employment. Eligible staff will be allocated \$500 per fiscal year beginning July 1. Requests for PDA should be submitted as early as possible however no funds will be released until the start of each fiscal year. Staff may roll their funds over for one year (only) thus spending \$1,000 per biennium to allow for participation in more extensive, in depth professional development training opportunities. Requests to roll over funds shall be submitted in writing by January 15 of the fiscal year requesting to be rolled over.

Credit/Schooling: Subject to available funds, Tillamook Bay Community College will provide up to \$200 per semester hour tuition and fees reimbursement for each hour earned to a maximum of ten (10) credit hours annually and thirty (30) credits cumulative. If there are not enough funds to cover the costs, partial grants may be awarded.

¹ Proposal parameters are intentionally broad to allow for flexibility and diversity in professional approach. Activities may include, but need not be limited to: attendance at professional conferences; additional contract time for research and development of innovative, new, or significantly modified curricula; industry training; consultants for on-campus in-service workshops, etc. Funding is not available for: (1) activities for class preparation, such as course outline modifications, enhancements to labs/courses/curricula to maintain currency, revised course syllabi, new text book selection and new course development to maintain currency of curriculum; (2) licensing or certification fees; and (3) membership fees or dues (unless the fee is required to participate in a workshop/conference). The following types of PDA requests should be avoided: (a) the request will take faculty away from instructional responsibilities during the first or last two weeks of classes; (b) the activity will contribute to excessive absences; (c) the request is for an activity that is not integral to the applicant's responsibilities at TBCC; (d) the request is for a redundant activity previously submitted by another in the same department; (e) the activity appears to be a junket; (f) the request is for an excessively expensive activity; (g) the activity appears to be more closely related to research than practice; (h) the request does not appear to advance the best interests of the College; (i) other similar activities are known to be available at considerably less expense; (j) the person making this request has, with a previously approved activity, failed to conform to PDA guidelines, or inadequately conformed to PDA guidelines; and (k) the request is not submitted with sufficient lead-time. PDA requests will be treated as any other discretionary request, that is, they may be denied for any of the above reasons, or for others as deemed appropriate by supervisors. Other restrictions may apply.