

**I. Overview**

The purpose of this operating procedure is to provide opportunities for UACCB employees to increase their workplace skills and become more effective and knowledgeable in their work assignments. UACCB encourages all faculty and staff to investigate avenues of professional development on and off-campus. To ensure that the College distributes professional development funds effectively and provides equal access to all employees, the following guidelines have been established:

**II. Practice**

- 1) A Professional Development Committee shall be established and members will be appointed each year by the Chancellor or his/her designee. The Committee shall include at least 5 members and no more than 10. The college controller will be a permanent non-voting member of the committee.
- 2) The Committee shall be responsible for reviewing faculty/staff requests for travel to conferences, workshops, seminars, and other professional development events not previously included in the traveler's budget. The Committee is responsible for developing parameters to assure that professional development funds are used to promote the overall interest of UACCB and for presenting these parameters to the Administrative Cabinet for approval.
- 3) Written requests for professional development funds must be made at least 30 days prior to the event. All requests must be submitted to the committee chair by the 10<sup>th</sup> of each month to be considered for that month. Requests submitted after the 10<sup>th</sup> day will be automatically considered the following month. Exceptions to this policy will be granted only in extreme circumstances. All written requests should include: a) requestor's name and position, b) title, date, and location of event, c) costs of travel including event registration, lodging, airfare, mileage, taxi, and miscellaneous expenses, d) an explanation of the objectives of the trip as related to the employee's position at the College and, e) the total amount of funds requested.
- 4) Each traveler will be limited to a maximum of \$1000 from this fund each fiscal year. Exceptions to this policy will only be granted by the Administrative Cabinet. A traveler can combine professional development funds with other sources to cover the total cost of travel. The outstanding faculty and staff of the year each will be awarded up to, but not to exceed, \$1500 to attend one additional conference. The outstanding adjunct of the year will also be awarded up to \$500 to attend one conference.
- 5) Requests will be considered in the order received and are subject to availability of funds. When considering requests, the Committee will take into account the following: a) justification of expenditure, b) travel history of requestor for past two years and, c) how the training will improve the traveler's ability to contribute to the institution and (d) availability of the traveler's corresponding departmental funds.
- 6) Requestors must notify the Committee if a change in travel status or employment status occurs after initial approval has been granted.
- 7) Travelers will be expected to share information about their trip in a campus publication or through a campus presentation to colleagues.

- 8) Written approval from the traveler's immediate supervisor is required before the request will be reviewed by the Committee. After the Committee approves the request, the traveler must submit a travel authorization form to his/her supervisor for processing.

### III. Clarifying Points

- 1) The traveler's supervisor must approve the request to seek professional development funds before the traveler submits a request to the Committee and the supervisor must approve the travel authorization form after the traveler has been approved for funding by the Committee.
- 2) Each traveler will be responsible for completing TR-1 forms upon return from the event to ensure timely reimbursement of funds.
- 3) Employees who are approved for professional development funds must remain employed for one year after the ending date of the event attended to retain the financial amount provided for travel. If employment should cease before the specified time period, the employee/traveler would be responsible for payment to UACCB in the amount of funds approved for travel costs. Certain situations may occur that could reduce or eliminate the return payment to UACCB. The Administrative Cabinet has the final decision on these situations.

Employees using professional development funds are governed by the same policies and procedures as employees using funds budgeted within their divisions.

Adopted: June 27, 2000

Revised: March 17, 2005  
March 6, 2006  
July 17, 2009  
May 3, 2017



### Professional Development Request Form

Requestor's Name:

Requestor's Position/Title:

Name of Event:

Date of Event:

Location of Event:

Objectives of the trip as it relates to requestor's position (i.e. how will this training improve requestor's ability to contribute to the institution):

Travelers will be expected to share information about their trip in the College Corner or through a campus presentation to colleagues, such as Faculty or Staff Hour.

Attach a completed Travel Request OR complete the following.

	Cost of Travel
Registration Fees:	
Lodging: #nights @ \$	=
Mileage: miles x mileage allowance	=
Airfare:	
Taxi:	
Meals:	
Other:	

Total Professional Development Funds Requested:

List Other Expenses:

Requestor has used Professional Development Funds to travel approximately \_\_\_\_\_ times over the last two years.

Requestor has confirmed with his/her immediate supervisor that funds are not available in the department's travel budget. Yes ☐ No ☐

If approved, Professional Development Funds should be transferred to the budget line item listed below:  
11- \_\_\_\_\_ -5305

*As the requestor's immediate supervisor, I have reviewed this request and approve the proposed training.*

\_\_\_\_\_  
Immediate Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair's signature of committee approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved Travel Amount