

RICHMOND COMMUNITY COLLEGE

Professional Development (Tier-A) Funding Application

Please submit your application to the Professional Development Committee Chair. **You are responsible for walking the paperwork through each step and meeting the deadlines.**

The Basics

Purpose The Professional Development Committee is composed of faculty and staff members of RCC. This committee meets twice a year to decide on the allocations for funding professional development and educational activities for employees of the college. Employees will have the opportunity to further their education or attend conferences and workshops to enhance their personal and professional development. RCC is committed to increasing the education of not only the students, but for the employees as well. This commitment was derived from the college's Statement of Purpose, which states, "Provide a work environment that supports employing and retaining quality faculty and staff through professional growth and development." Our guiding principle is to be fair and honest, recognizing that all employees deserve and will be given equal consideration for professional development funding.

Scope This program offers financial support to employees to attend workshops, conferences, return to industry and seminars. Applicants may be funded fully or partially for an event that will benefit them in their current position or improve job skills. Employees are encouraged to request funds from their individual departments/divisions first.

Who is Eligible? All employees in permanently budgeted positions are eligible to submit individual or joint proposals for Tier-A funds. (The President and Vice-Presidents are not eligible for Tier A funds.)

Selection and Process Proposals are reviewed by the Professional Development Committee. This committee prioritizes proposals for allocation of funds using the guidelines for funding. The Committee may send proposals back for modifications or for more information. The Professional Development Committee Chair will notify recipients, in writing, if their application has been funded or not.

Application Process

The basic steps outlined below are required in the application process.

1. Write the proposal narrative and get approval from your supervisor, dean/manager and Vice President. **NOTE:** You must have all signatures on the proposal before submitting to the Professional Development Committee Chair. **Applications will be due by the 15th of January and/or August. The committee will meet at the end of each of these months to discuss and approve the Tier A funding at these times.**
2. The Professional Development Committee will evaluate all proposals.
3. Travel must occur during the **current** fiscal year.
4. Requests may cover travel and/or lodging. Indicate miles traveled and lodging requirements. Use current RCC mileage rates and lodging limits as well as meal per diem.
5. An employee who applies for funding after an activity has been attended is not guaranteed an award. If a job requires training for certification, the employee's division/department should provide financial support if possible.
6. Each recipient will be required to submit a final report to the Professional Development Committee Chair assessing the event in the fiscal year funded.

Funding Priorities Guidelines

- Applicants in need of training or classes to meet SACS requirements.
- Applicants in need of training or classes that require certification for their work at RCC.
- Training and Conferences must be related to current jobs at RCC.
- Education or professionally related conferences should be related to the Statement of Purpose of the College or the Division mission statement.
- All proposals for funding will be considered in the order in which they were received.
- Proposals will be reviewed to ensure they meet the guidelines set out for Tier A.

Proposal Format

- A written statement explaining how the development event you are seeking funding for will benefit the college, your career, or you as an individual. **NOTE:** Please remember that a committee who represents a cross-section of the College will review your proposal. It would be in your best interest to write your proposal in language easily understood by people who are not in your field. Awards will be considered for workshops, seminars, conferences, and return to industry that are job-related or considered professional enrichment.
- Information regarding the event you will be attending (subject, locations, date, place etc.) will need to be included in the written statement.
- The Budget Expense Worksheet needs to be completely filled out. The detailed budget should not include any “miscellaneous” expenses. All expenses should be specified.
- **Please include copies of any relevant information (brochures, catalogs, flyers, etc.) regarding the event you will be attending.**

If your Proposal is Funded . . .

- The Professional Development Committee Chair will notify recipients, in writing, if their application has been funded or not.
- Recipients should request reimbursement no less than 10 days following completion of the trip. Reimbursements should not exceed the amount allocated. A “Request for Reimbursement of Travel” form must be routed to the Professional Development Committee Chair with all receipts, taped on a sheet of paper, attached. (Contact the Accounts Payable Office for more information on all travel forms.) Failure to submit the “Request for Reimbursement of Travel” form within the specified 10 days could result in forfeiture of the funds.
- Each recipient will need to submit a final report, not to exceed two pages, to the Professional Development Committee Chair assessing the event in which they were funded. Failure to submit a final report will affect future funding from the Professional Development Committee. Also include in the report how you will share the information gained from this activity with your colleagues and/or students.
- Employees enrolled in programs pursuing academic degrees must receive a grade of C or better in order to receive reimbursement.

Professional Development Funding Request Tier-A

Date: _____

Applicant's Signature: _____

Division/Dept. Head Signature: _____

Dean Signature: _____

Vice President Signature: _____

Directions: Please provide the requested information. Your proposal should be routed through your supervisor for approval and submitted to the Professional Development Committee Chair.

Employee Information

Name: _____ Instructor Staff

Division/Dept: _____ Full-time Part-time

Length of employment: _____ Job title: _____

Have you received a Tier-A award in the past three years? Yes No

If so, how much was awarded? _____ Date of last activity: _____

Description of last activity awarded. _____

Professional Development Activity

Proposed activity: _____

Activity date(s): _____ No. of Hours of Training: _____

Location: _____

Narrative

Note: The narrative is required for your application to be considered. Please submit typed narrative attached to this application.

1. Describe the proposed professional development activity and how it will benefit you.
2. Explain how this activity will affect your job and/or the college.
3. If you are **not** actively involved in the program, explain the relationship of this event to your professional field, and/or the relationship to instruction, curriculum, or the educational responsibilities of RCC. You may also include any additional (relevant) information you would like to bring to the Committee's attention.

Professional Development Budget Expense Worksheet

Traveler: _____

Travel to: _____

Date beginning: _____ Date ending: _____

Transportation

Estimated Expenses

Airline _____

Private automobile (# of miles x .30) _____

Rail, bus, or rental car _____

Taxi/limo _____

Subsistence

Estimated Expenses

Meals (use State allowances) _____

Lodging (be sure to include hotel and sales tax) # of night(s) x hotel cost _____

Other Expenses

Estimated Expenses

Registration fee _____

Parking _____

Phone calls _____

Tips _____

****The committee encourages applicants to request funds from their Division/departments.**

Are funds available from your department? Yes No If so, how much? _____

Total amount requested from Professional Development (less departmental funds) _____