

Faculty Professional Development Team

Guidelines for Travel Reimbursement

During each semester, the Chair of the Faculty Professional Development Team will gather applications for reimbursement. In these applications, a memo explaining the benefit of attending the conference will be required for processing. The Strategic Directions met by the travel should also be referenced in the memo.

The Faculty Professional Development Team will then convene during the first two weeks in November and during the first two weeks in March. Any applications denied reimbursement in the fall will be re-examined in the spring after the reimbursements for the spring are decided upon.

The Faculty Professional Development Team will decide which applications will be awarded **reimbursement** based on the following criteria:

- Only **3** faculty members from the same department will be reimbursed for the same conference
- Reimbursement for each application will be set at a maximum of \$500.00
 - Although travel costs are rising, the Faculty Professional Development Team money is **not** the sole source of funds for faculty travel. However, setting a maximum of \$500.00 will provide an opportunity for as many departments as possible to receive **some** assistance from the Faculty Professional Development Team budget.
- Preference will be given to those faculty members
 - who have not received Faculty PD Team funding within the previous academic year
 - attending conferences of differing foci to address STC's Strategic Directions
 - attending conferences which address student learning and teaching pedagogy
 - who have served at the institution for at least one full year

The Faculty Professional Development Team will examine conference information/sessions, past reimbursement data, and the memo of justification for reimbursement.

Upon reimbursement of travel, each faculty member will be expected to:

- present during a department meeting ---OR---
- present during a divisional meeting ---OR---
- present during Faculty Professional Development Day ---OR---
- present during College-Wide Professional Development Day ---OR---
- present during other professional development events /academies

Chairs of each department can elect to send faculty members to any conference without approval from the Faculty Professional Development Team. However, in order to maintain equity and access of funds for as many faculty members and departments as possible, these guidelines will serve as the decision-making process for the Faculty Professional Development Team process.

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Discipline-Specific Funds

The Office of Professional Development can assist a department with special funds earmarked for discipline-specific needs. These funds can help a department with reimbursement of the costs of speaker (such as fees, hotel, and travel) as well as the costs of special trainings. However, in order to adequately plan for reimbursements and assistance, the Faculty Professional Development Team has set forth these guidelines.

Any department chair requesting discipline-specific funds will submit a proposal for the funds at least two months prior to the request. This proposal should include the following information:

- The number of faculty members who will be attending the professional development event
- Any of the student learning outcomes that the professional development event will address
- Any of the aspects of the department's IE plan the professional development event will address
- How the professional development event will assist faculty in pedagogical approaches
- How the professional development event will address STC's Strategic Plan
- Any other relevant information which will benefit the students and faculty members as the result of the professional development event
- A proposed budget demonstrating how the funds will be dispersed

The department chair will present the proposal to the Faculty Professional Development Team within two weeks of submitting the proposal to the Office of Professional Development.

The Faculty Professional Development Team will determine the amount of funds to be reimbursed to the department for the Professional Development event/activity. Funding limits will be revisited and announced in September in each fiscal year based on budget awarded for that fiscal year.

Upon approval of discipline-specific funds, the Office of Professional Development will continue its relationship with the department chair during the planning stages as needed.

NOTE: The Faculty Professional Development Team processes requests on a reimbursement basis only