2014-2015 Professional Development Funds Application Guidelines

There is a total of \$27,000 in Professional Development funding for the fiscal year 2014-2015: \$13,500 for dispersal between 7/1/14 - 12/31/14, and \$13,500 for dispersal between 1/1/15 - 6/30/15.

Professional Development funds applications are considered on a first come, first served basis for funds to be dispersed between July 1, 2014 and June 30, 2015.

The maximum funding per person, per fiscal year is \$1000 for Category I expenses; \$750 for Category II expenses; and \$500 for Category III, IV, or V expenses.

Application Process

- **STEP 1:** Complete the Professional Development Funds Application form. (The form can be either filled out on your computer and then printed, or printed and then filled out by hand.)
- STEP 2: Attach all required documents. (Refer to the guidelines table on the next page.)
- **STEP 3:** Obtain supervisor approval on the Professional Development Funds Application form and on the Travel Authorization Form (if applicable).
- **STEP 4:** Submit the Professional Development Funds Application, all required documentation, and travel form (if applicable) to the Professional Development Committee member, Maryann Stacey (Wilkens Library).

If approved by the Professional Development Committee, your application will be sent to the Vice President of Academic and Student Affairs, and to other Vice Presidents and the President for approval, if applicable.

Deadlines

- Category I (all) and Category II (over \$500) As soon as practicable but no less than two weeks from registration deadline.
- Category II, III, IV, and IV (\$500 or less) As soon as practicable, but no less than two weeks from registration deadline.

<u>All applications and attachments</u> must be received by the PDC no later than <u>May 30, 2015</u>. Checks will be issued no later than June 30, 2015.

Reimbursement of Travel Expenses

Please note that the **CCCC Travel Policy** requires that original, itemized receipts must be submitted along with a Travel Expense Voucher Form in order to be reimbursed for all allowable expenses.

- The CCCC Travel Policy can be found in Public Folders under <u>Policies & Procedures</u>.
- The Travel Expense Voucher Form can be found online at http://www.capecod.edu/web/faculty under Travel Forms.

Questions

Please direct questions to the Professional Development Committee via email at pdc@capecod.edu.

2014-2015 Professional Development Funds Application

Guidelines (continued)

The maximum funding per person, per fiscal year is \$1000 for Category I expenses; \$750 for Category II expenses; and \$500 for Category III, IV, or V expenses.

All required documents must be submitted to the Professional Development Committee member, Maryann Stacey (Wilkens Library), for processing as soon as practicable, but no less than two weeks from registration deadline.

Category	Type/Uses	Description	Eligibility	Required Documents	Restrictions
I	Presenter at Regional, National, or International Workshop or Conference	For registrations, travel, hotels, and other expenses associated with attendance and presenting at a professional, regional, national, or international workshop or conference	All Employees	 Completed yellow Travel Authorization Form* Registration Form Workshop/ conference announcement and outline or description 	 \$1000 maximum for Category I; \$750 maximum for Category II Applications for more than \$500 total require full Committee approval. International travel requests require approval of appropriate Vice
п	Workshops/ Conferences	For registrations, travel, hotels, and other expenses associated with professional workshop or conference attendance			President and the President. • Must be allowable expenses according to the current CCCC Travel Policy**.
III	Educational Assistance	For tuition, books, and/or fees	Full-time Employees	 Documentation of enrollment Bills, receipts, or documents showing cost of tuition, fees, and books 	 \$500 maximum Employee must be enrolled in a program leading to a certificate or degree.
IV	College Community Projects	For projects/events benefiting the entire college community, e.g., Professional Days, memberships in professional organizations, guest speakers for inhouse workshops, consultants, etc.	All Employees or Employee Groups	 Project narrative Itemized budget 	\$500 maximumRequires full Committee approval.
V	Other/ Special Use (Unrestricted Funds)	For miscellaneous items relating to professional growth/ development, e.g., special equipment, hardware/ software, books, periodicals, etc.	Full-time Employees	Receipts or documentation information and cost	• \$500 maximum

^{*}The CCCC Travel Authorization Form is available in the Office of the Vice President of Finance and Operations.

Please direct questions to the Professional Development Committee via email at pdc@capecod.edu.

^{**}The CCCC Travel Policy can be found in Public Folders under Policies & Procedures.

2014–2015 Professional Development Funds Application

A.	Employee's Name: Date:						
Title:	Department:						
В.	Check the appropriate category and complete that category's requested information.						
	CATEGORY I: PRESENTER AT REGIONAL, NATIONAL, OR INTERNATIONAL WORKSHOPS/CONFERENCES (A yellow Travel Authorization Form must be attached to this form for consideration.) Description of request:						
	CATEGORY III: EDUCATIONAL ASSISTANCE (Attach documentation of enrollment, and bills, receipts, or documents showing cost of tuition, fees, and/or books.)						
	Program title:						
	Institution:						
	Institutional Student ID Number:						
	Certificate or Degree sought:						
	Date enrolled:						
	CATEGORY IV: COLLEGE COMMUNITY PROJECTS (Attach project narrative and itemized budget.)						
		Project description:					
	CATEGORY V: OTHER/ SPECIAL (Unrestricted) (Attach receipts or documentation of cost.)						
	Description of request:						
this be projec	case explain how the project/program contributes to your professional development. In addition, please tell us how enefits the College community as a whole. Would you be willing to share what you've learned from the t/program with members of the College community (e.g. presenting at a Brown Bag Lunch program, department ag, or to appropriate colleagues, etc.)? If yes, please describe. (Must be completed for all categories.)						

D.	Total amount requested: \$	(Maximum of \$1000 for Category I; \$750 for Category II; and \$500 for Categories III, IV, or V.)		
	2: Submit completed application form, all rediate supervisor, area dean, or department ch	equired documentation, and Travel Form (if applicable) to your airperson for approval.		
Appro	oval: (Immediate Supervisor/Area Dean/ Dept. 0	Date approved:		
	ann Stacey for approval. All applications mu	·		
Comr		ot recommended Conditional		
Appro	oval:(Professional Development Commi	Date approved:		
	Professional Development Committee will substudent Affairs for approval.	omit this application and attachments to the Vice President of Academic		
Appro	oval:(Vice President of Academic and Student .	Affairs) Date approved:		
Presid		estrictions may, require approval of appropriate Vice Presidents and the Date approved:		
Appro	oval:(President)	Date approved:		

Please direct questions to the Professional Development Committee via email at pdc@capecod.edu.