

**FACULTY/STAFF
PROFESSIONAL DEVELOPMENT
GUIDELINES AND PROCEDURES**

TITLE III STRENGTHENING GRANTS PROGRAM FACULTY/STAFF PROFESSIONAL DEVELOPMENT GUIDELINES AND PROCEDURES

Introduction

Helping faculty remain current in their discipline by engaging in relevant professional development activities is critical for training and graduating the best and brightest students who will successfully compete globally for jobs in their fields.

Title III is a strengthening grants program that endeavors to assist the University in achieving its three-fold mission of teaching, research and public service. Hence, funds are allocated annually to help support faculty who participate in professional development activities that promise to enhance their knowledge and teaching skills. Financial assistance will be made based upon the availability of funds and specific criteria. Only faculty who have been employed for at least **one** year (9 months) will be eligible for assistance to attend conferences, workshops and seminars.

Staff are also given support to participate in professional development activities that relate directly to their major responsibilities. Four options are available under this activity:

1. Financial assistance for faculty/staff to participate in job-related conferences, courses, meetings and workshops to gain cutting-edge information to help prepare world class students.
2. Support for faculty in programs seeking re-affirmation or initial accreditation to pursue a terminal degree on a part-time (6 semester hours minimum) basis.
3. Support for faculty in programs seeking re-affirmation or initial accreditation to pursue a terminal degree on a full-time basis.
4. Support for consultants to provide school, unit or University-wide professional development activities to help faculty and staff perform their tasks more efficiently and effectively.

Guidelines for Options

1. SUPPORT FOR FACULTY/STAFF PROFESSIONAL DEVELOPMENT ASSISTANCE

- Current Title III grant recipients with travel funds are not eligible for assistance under this program.
- Faculty/ staff must have been employed full time for at **least one year** (9 months, 12 months respectively).
- Conferences, meetings, workshops or courses must be related to the current or proposed job assignment of the applicant.
- Assistance cannot be provided to present at a conference, serve on a committee or preside at a meeting.
- A description of how attendance at workshop/conference will benefit the program/ department/ school/ university must be submitted with the request to travel.
- Evidence of how the knowledge/skills gained was used must be documented /observable.
- Requests should have the signature of the immediate supervisor, dean and appropriate vice president prior to submission to the Title III office.
- Requests for travel funds should be made at least thirty (30) working days prior to anticipated travel.
- Requests for airline tickets should be made no less than thirty (30) days prior to travel and through Egencia.
- Requests must be approved **before** traveling.
- Efforts should be made to make advanced travel arrangements to reduce cost, (i.e. Earlybird Registration).
- Airline tickets (up to \$550), ground transportation, car rental (when it is more cost-effective), parking, hotel, meals (per diem/ per day in some instances), registration costs, conference fees, conference materials, telephone calls, and mileage are allowable expenses and must be submitted with

supporting receipts and the approved documentation in order to receive reimbursement.

- Automobile travel will be reimbursed at the rate of 54.5 cents per mile, when submitted on the proper form for reimbursement. *(Note: Subject to University policy at the time of submission).
- Automobile rental is only allowable for travel to official destinations when it is clearly more cost-effective.
- Travelers must submit original itemized travel expense receipts within fourteen (14) days after return from travel to the Title III Office. Reimbursable original receipts must be documented.
- When a traveler purchases his/her own airline ticket, reimbursement will occur after travel.
- Purchases (i.e., books, cds, subscriptions, memberships, supplies, etc.) not included in the registration fee are not allowable.
- A separate *Report on Professional Development Activities* form must be submitted with request for reimbursement. The report should include a program agenda which highlights sessions attended, a plan for sharing the information gained from the meeting with colleagues or for enhancing performance.
- Support **will not** be provided for international travel.

2. SUPPORT TO PURSUE A TERMINAL DEGREE (PART-TIME).

- Only faculty members and administrative staff are eligible for educational assistance to pursue a terminal degree part-time.
- Faculty who wish to pursue a terminal degree must do so in the discipline in which they teach or in a discipline that is retooling to meet university needs.
- Administrative staff who wish to pursue a terminal degree must do so in an area that has a defined need and in an area that is related to the university strategic plan.

- Priority will be given to faculty who are employed in programs seeking or re-affirming accreditation status.
- Applicants must be full-time employees who have worked at the University for at least three years.
- Applicants must submit a letter of recommendation from the department chair and dean, acceptance from an accredited institution, a plan of study with the completed application, the name, telephone and fax number, and e-mail address of the major professor.
- Applicants must be enrolled at an accredited university for at least six semester hours, per semester.
- Applicants must submit a transcript of courses completed, grades and credit hours earned at the end of each semester to the departmental chair and Title III Office. Failure to comply will delay processing of future assistance.
- Applications must be received in the Title III office by February 10th in order to be considered for the subsequent fall and spring semesters.
- Support will be provided on a per semester basis for tuition and fees (only tuition and fees may be covered).
- Awards will be made based upon availability of funds for a maximum of **six consecutive years**.
- A separate application is requested for the summer. Awards will be granted based on the availability of funds.
- If the award is granted, the faculty/staff member must sign an agreement to return and work at the University for six consecutive semesters immediately upon graduation or if he/she discontinues the graduate program.
- If the faculty/staff member defaults on returning to the University upon graduation or discontinuing the graduate program, he/she will be responsible for reimbursing the entire amount received, within a time period agreed upon with the University.

3. SUPPORT TO PURSUE A TERMINAL DEGREE (FULL-TIME).

- Only faculty members are eligible for educational assistance to pursue a terminal degree full-time (contingent upon the approval of the Office of Academic Affairs).
- Faculty who wish to pursue a terminal degree must do so in the discipline in which they teach or in a discipline that is retooling to meet university needs.
- Priority will be given to faculty who are employed in programs seeking or retaining accreditation status.
- Applicants must have been employed full-time at the University for at least three years.
- Applicants must submit a letter of recommendation from the department chair and dean, acceptance from an accredited University for full-time graduate work, a plan of study with the application, and the name, telephone/fax/e-mail address of the major professor.
- The applicant must be on study leave from the University. **He/she cannot be employed at the University and receive full-time assistance.**
- Awards will be made based upon availability of funds for a maximum of **four years**.
- If the award is accepted, the faculty member must sign an agreement to return and work at the University for six consecutive semesters, immediately upon graduation or if he/she discontinues the program.
- If the faculty member defaults on returning to the University upon graduation or discontinuing the graduate program, he/she will be responsible for reimbursing the full amount received within a time period agreed upon by the University.

4. SUPPORT FOR CONSULTANTS

- A written request for a consultant must be submitted twenty-one (21) working days prior to the scheduled date of anticipated service. A completed Request for Consultant Form must accompany the request.
- A current vita for the consultant must accompany the request.

- Justification for using an outside consultant rather than a University employee must accompany the consultant form.
- The consultant must provide service for a program, department, school, unit or University-wide activity. This service should increase knowledge, enhance skills and/or strengthen job performance of participants.
- A copy of major content covered, evaluation results and a roster of attendance must also accompany the request for payment.