

## AR 7160 Professional Development

### References:

Previous AR D017  
TBCC BP 7160

### General

As indicated in BP 7160, The Professional Development Activities Program is provided to encourage activities designed to maintain or enhance program and or institutional performance.

### Definition

A professional development activity (PDA) is a planned, documented pursuit that improves an employee's skills, or improves the services provided to the College's clientele by those individuals. Qualified applicants are encouraged to propose activities to meet their professional development needs.

Professional development activities may include, but are not limited to:

- Improvement of teaching
- Improvement of services to students
- Improvement of institutional effectiveness
- Improvement of leadership or supervisory skills
- Maintenance of current academic or technical knowledge and skills
- Training to meet institutional needs and priorities
- Development of innovations in techniques and effectiveness
- Computer and technological proficiency programs
- Instructional technology
- Training that is required by laws, codes, and regulations

### Funding

Funds for both faculty and staff are designated in the annual budget and are allocated on an "as needed basis". If necessary, priority will be based upon diversity, equity, and inclusion opportunities that impact TBCC.

### Process

Proposals for funding should be submitted as early as possible prior to the actual class or training. To be considered proposals must be in writing and address the following criteria: [a] overview, [b] objective of activity, [c] outcome measurement, [d] time frame for accomplishment of objective and submission of a written activity report, [e] plan and time frame for sharing information from the activity with other TBCC employees, and [f] a budget itemizing funding requested for the activity. Proposals are to be submitted to the Chief Academic Officer (for faculty) or Human Resources Senior Manager (for other staff). A proposal form can be downloaded from myTBCC Employee page.<sup>1</sup>

## **Allocation and Disbursement**

### Faculty

Each regular faculty will be allocated \$1,000 per academic year for approved PDA proposals. If a faculty elects, they may roll their funds over for one year (only), thus allowing up to \$2,000 per biennium. Election to rollover funds must be done in writing no later than January 15 of the academic year requesting to roll over.

In addition to regular faculty funding, a total of \$5,000 in PDA funding will be set aside for funding adjunct faculty professional development. Approved adjunct PDA requests will be funded at amounts equal to, or less than, \$500 per academic year.

### Staff

Eligible staff can apply for up to \$1000 per fiscal year beginning July 1. Proposals for PDA funding should be submitted as early as possible; however no funds will be released until the start of each fiscal year. Staff may roll their funds over for one year (only) thus allowing up to \$2,000 per biennium to allow for participation in more extensive, in-depth professional development training opportunities. Requests to roll over funds shall be submitted in writing by January 15 of the year requesting to roll over.

## **Reimbursement for Credits/Schooling**

Courses which enhance an employees' job performance or develop necessary job skills may be considered professional development. Subject to available funds, TBCC will provide up to \$200 per credit hour tuition and fees reimbursement for each hour earned to a maximum of ten credit hours annually and thirty credits cumulatively. Partial grants may be awarded.

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<sup>1</sup> Proposal parameters are intentionally broad to allow for flexibility and diversity. Activities may include, but need not be limited to attendance at professional conferences; additional contract time for research and development of innovative, new, or significantly modified curricula; industry training; consultants for on-campus in-service workshops, etc. Funding is not available for: (1) activities considered part of normal employee work; (2) licensing or certification fees; and (3) membership fees or dues (unless the fee is required to participate in a workshop/conference). The following types of PDA requests should be avoided: (a) activities that take employees away from responsibilities during critical times; (b) activities that contribute to excessive absences; (c) activities that are not integral to the applicant's responsibilities at TBCC; (d) activities previously submitted by another in the same department; (e) activities that appear to be frivolous; (f) activities that are excessively expensive; (g) activities that appear to be more closely related to research than practice; (h) activities that do not advance the best interests of the College; and (i) requests not submitted with sufficient lead-time. PDA requests will be treated as any other discretionary request, that is, they may be denied for any of the above reasons, or for others as deemed appropriate by supervisors.