

FACULTY

PROFESSIONAL DEVELOPMENT FUNDING GUIDELINES

As an educational institution, Rogue Community College is dedicated to maintaining standards of excellence, which inspire staff to achieve their full potential. RCC expects and encourages continued professional growth of staff. Funds have been established to provide financial assistance for professional growth opportunities.

How Much Money Can I Use?

The maximum amount for full-time members for 2007/2008 is \$1000 per year; for adjunct members \$850; and for part-time members up to \$600 with the actual amount for part-time faculty members pro-rated to their individual annual average UE workload percentage. Please see Article 15 of the [Faculty Collective Bargaining Agreement](#).

How do I access the Funding?

Your application for funding should include:

1. Professional Development Plan Professional Growth Request Form
2. Professional Growth Travel Authorization Form if you are traveling away from your worksite
3. Evidence of cost for the event or item. (Remember that hardware requests will not be funded by the college.)
4. A brochure, an Internet download, or similar evidence that describes an event, a conference, an item, its purpose, its costs, date of the event, sponsoring agency.

To find the forms for these, go to Website: http://www.roguecc.edu/HumanResources/form_index_hr.asp

Your department secretary can assist you to access and complete these.

May I Reserve Funds for Future Use?

Yes, if you are full-time or adjunct faculty status, you may reserve funds from one year to use in the next, effectively doubling your money. Requests must be received by May 1 to ensure they are processed before the end of the fiscal year. You must know the specific activity to which you would like your funds applied in order to carry over funds.

Will My Request Be Funded?

If you have submitted your request in a timely fashion and filled out the forms correctly and completely, and the request falls under the guidelines for usage, it is likely that the request will be granted.

There is also a limited amount of funding though, so requests should be made as soon as possible. When the annual professional growth monies are completely expended, there are no more until the next fiscal year. (Hint: Plan ahead. Make your request early.)

Administrators reserve the right to deny any request that is deemed inappropriate. An appeal to the Professional Growth Subcommittee can be made if your request is denied, though this is also dependent upon availability of funds.

What Can I Do With the Money?

- Educational pursuits which can include but are not limited to classes, conferences, workshops, retreats, online opportunities
- Travel and registration to attend an educational pursuit
- Software—but not hardware
- Supplemental teaching and/or research materials

- Professional Journals
- Memberships that provide access to professional development opportunities such as journals, software, training, etc.

When Will I Get the Money?

The Business Office will send you a check before the event **if the forms have been completed, signed, and turned in within a reasonable lead time.** It is courteous to complete your request at least two weeks before the event.

Will I Need a Substitute?

Yes, and you are responsible for working with your department head or supervisor to locate a qualified person to do that job.

What Else Does the College Provide for Professional Development?

Tuition Waivers

The contract provides faculty with Tuition Waivers. The amount depends upon your contract status and level of workload at the college. See the contract above <http://www.roguecc.edu/FAMAT/art23> Article 23, Section E: Tuition Waivers for details and eligibility status.

Tuition Waiver Forms

http://www.roguecc.edu/HumanResources/form_index_hr.asp

Reduced Tuition

Reduced (25 percent deduction) cost courses are offered through the Business, Community, and Workforce Development Department. For additional information, contact:

- Community Education – 956-7303
- Small Business Development Center – 956-7494
- Short-term Skill Training – 956-7900

Staff Development Opportunities by Self-Support Programs Staff Development Discount Voucher Forms

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If a department has a job-related training need for a staff member, the department head or supervisor may be able to arrange a greater discount. To investigate this option, the department head or supervisor should contact 956-7900.