

**FACULTY DEVELOPMENT FUND GUIDELINES
2021-2022**

As it is an expectation of the college that faculty will practice professional growth through educational study, research, related travel, or other activities conducive to professional growth, the college has established a fund for faculty development. These funds are potentially available for all faculty, both full-time and part-time, through application to the Faculty Development Fund Committee (FDFC), which consists of two faculty members appointed by the Faculty Association and two representatives appointed by the President of JCC.

1. **Full-Time Faculty** - The maximum allocation for 2021-2022, established by the FDFC, shall be **\$1300** for full-time faculty. The maximum allocation is subject to committee review based on fund activity.
2. **Adjunct Faculty** - The maximum allocation per year, established by the FDFC, shall be **\$840** for adjunct faculty. It is the goal of the FDFC to support adjuncts according to a prorated scale based on how much teaching an individual does for the college. It is the expectation of the committee that applications from adjunct faculty will be submitted for the quarter in which the activity will take place. Only in special circumstances will the committee consider an “early” application. Adjunct faculty must be employed by the college during the semester in which the application is submitted. Exceptions may be considered in extenuating circumstances. The following formula is used to determine the amount an adjunct is eligible to receive:

Total contact hours**	Total max eligible amount
≥ 20	\$840
14-19.99	\$660
7-13.99	\$480
< 7	\$360

NOTE ** Total contact hours are determined by adding the number of contact hours you are teaching in the quarter in which the application is due (Fall for first and second quarter, Spring for third and fourth quarter) AND the number of contact hours you taught in the previous semester. In the case of fall applications, contact hours from either the previous summer or spring semester, whichever is greater, will count.

3. For the purposes of disbursement, the academic year will be subdivided into quarters (i.e. September 1 to December 1, etc). The amount of monies allocated each quarter may differ and will be left up to the discretion of the committee. The faculty development fund committee will meet once per quarter to act on proposals. The first meeting will occur as soon as possible after the beginning of the fall semester. During subsequent quarters, the first meeting will occur prior to the beginning of each quarter, whenever possible.
4. While faculty may also apply for funds after the quarter in which the event has occurred, the funds sought must be awarded and paid within the fiscal year in which the activity occurred. Further, there is no guarantee that funds sought in a subsequent quarter will be available or awarded in the amount sought; this factor should be kept in mind when making a decision to attend an event for which funds have not yet been awarded.
5. If you have a booth, act as a vendor, and/or receive financial gain from attendance at the event for which you seek funding, then you may not receive Faculty Development Funds. Possible exceptions include circumstances in which the faculty member receives a stipend or waiver of conference fees as a presenter.
6. If it becomes necessary for the committee to prioritize proposals, the following criteria will be used in the order listed:

- ◆ Academic coursework at a graduate level that is justified for teaching improvement.
- ◆ Courses and workshops at national and state-wide meetings whose focus is updating faculty on teaching techniques or new breakthroughs in their disciplines, activities that promote currency in one's discipline, or activities that enhance skills and knowledge in areas critical to teaching/learning effectiveness such as assessment.
- ◆ National and statewide meetings at which the faculty member has some special responsibility – such as: either a member of a governing board, an organization officer, a chair of a session, or delivery of a refereed paper.
- ◆ A statewide, national, or international conference in one's teaching discipline that supports the mission and goals of the institution.
- ◆ Faculty development activities that support the mission of the college.

7. International and Domestic Travel Experience

- ◆ This fund is not intended to reimburse travel alone; it is intended for development purposes.
- ◆ Normally, the expenses for individuals teaching a travel course are not allowable as instruction is not typically viewed as development.
- ◆ Travel costs may be appropriate if:
 - Formally documented learning in a new area of development related to the faculty member's roles at JCC can be demonstrated, such as coursework or other documented experiences.
 - Formally documented primary research which develops the faculty member in a new area related to the faculty member's work at JCC is being conducted by the instructor.
 - Research pre-proposals must be approved by the appropriate dean in consultation with the Vice President of Academic Affairs and attached to the Faculty Development Fund application.
- ◆ Support for travel as non-instructors in a travel course may be appropriate if there is documented evidence that the individual is preparing to teach the course in the near future as this experience would be viewed as professional development.

8. Procedure for reimbursement

- ◆ All receipts must be submitted to Renee Henry, Office of Academic Affairs, on the Jamestown campus within 30 days of completion of the project.
- ◆ All monies are to be paid within the fiscal year of allocation. Any bills not submitted by the end of the fiscal year will be the responsibility of the faculty member.
- ◆ Funds must be spent for the purpose for which they have been approved and may not be transferred to another expense, even if related to the project, without committee approval.
- ◆ Any proposal submitted less than two days prior to the scheduled meeting will be considered for funding in the following quarter.

9. Advance payment

- ◆ The disbursement of FDF funds will follow college policy as appropriate; faculty submit bills/receipts *after* the activity is complete. However, advance payments for the purposes of pre-payment of registration fees, etc., can occur as long as this is consistent with college practice. Receipts are necessary for any payments that are approved prior to the event. Cash advances are generally not acceptable.