

PROFESSIONAL DEVELOPMENT LEAVE GRANT

Policies and Procedures: F-I-d, 1

Purpose: To provide enrichment and enhancement of an MCC employee's knowledge, skills, and ability in their field of instruction or administrative work at MCC.

An annual professional development leave grant to one or more professional employees (Faculty or Administrator) is authorized with compensation equal to one-half the recipient's regular salary for the grant year; administrative details of the program to be determined by the President of the College, in accordance with all applicable laws, ordinances and institutional operating policies. Each recipient selected by the Professional Development Leave Committee to be approved by the Board of Trustees and the MCC Administration and subject to the availability of funds.

Administrative Guidelines for Professional Development Leave Grant Policy

- I. Eligibility for Application for Professional Development Leave of Absence, hereafter referred to as PDL Grant.
 - A. Any full-time faculty member, administrator, or other member of professional staff who has served at MCC for at least three years may apply for a PDL Grant.
 - B. The applicant must agree in writing to return to MCC for the contract year following the PDL Grant. If, for whatever reason, the person is offered a contract of employment and does not return to employment at MCC they must refund the entire grant (including salary and fringe benefits) to MCC unless the President approves an appeal not to refund the grant.
- II. The following procedures shall be utilized in awarding the PDL Grants:
 - A. A five-member PDL Committee shall be responsible for soliciting, accepting, and evaluating applications for PDL Grants and shall recommend the recipient(s) to the President of the College. The President shall make a recommendation to the Board of Trustees, who shall have final authority for selection of the PDL Grant recipient(s).
 - B. The PDL Committee shall be elected by the full-time faculty during the spring semester each year for service the following academic year and shall be responsible for informing the MCC campus of the leave grant application process each fall. The deadline for application will be the first week of December. The selection process should be completed on or before February 15 of each year preceding the PDL period. Based upon committee recommendations of candidates the chair shall consult with the President to determine the number of Professional Development Leave Grants that can be available for the next year prior to making the announcement to the campus. The PDL Committee shall elect a member of the Committee to serve as Chairman, and the Vice President, Instruction shall serve each year as a non-voting advisor. The Faculty Council shall be responsible for initiating the PDL Committee elections each year.
 - C. Professional Development Leave grants are not intended to reward faculty and administrators for years of service. The awarding of Professional Development Leave should result in significant enhancements to an individual's teaching, skills and world view as well as improve the curriculum of the institution. The awarding of Administrators should result in significant enhancements to the college's mission and goals.
 - D. Selections will be based on the college's institutional goals and objectives as well activities that will lead to the recipient's personal growth.
 - E. The PDL Committee may elect not to award a PDL grant for a given year.
- III. A Professional Development Leave may be granted for any of the following purposes:
 - A. Course work in the applicant's immediate teaching or administrative area at an accredited institution of higher learning.

- B. Research in the applicant's immediate teaching or administrative area. This may include travel to areas that enhance one's knowledge, skills, or abilities. Examples might include visiting other colleges, universities, research libraries, or historical, geographic, scientific, or cultural sites.
 - C. Writing in the applicant's teaching or administrative area culminating in the submission of an article (or manuscript) for publication in an appropriate refereed journal (or publishing house).
 - D. Back to industry work in the Instructor's teaching area. Appropriate on site training, technical education, skills enhancement for Workforce applicants.
 - E. Exchange of teaching faculty or administration at another institution for a semester.
 - F. Other areas of study, if acceptable to the faculty committee for selection, may also qualify.
- IV. The Professional Development Leave Grants shall include and/or be conditioned upon the following provisions:
- A. One long semester at full salary, or the May Minimester, Summer 1 and Summer 2 for five classes (15 hour maximum) at the current rate of overload pay. Special considerations may also be given for other schedules depending upon the needs of the institution and any requirements arising from the individual proposal.
 - B. Retention of accrued benefits: Employees on leave should be allowed to retain all accrued benefits.
 - C. Participation in group benefits: Employees on leave shall be permitted to continue membership in group benefit plans to the extent allowed by law and by contracts in force during the period of leave, and shall continue to receive any related benefits provided by the College to all other personnel.
 - D. The manner of compensation shall be on a regular monthly basis, contingent upon the continued satisfactory participation of the recipient in the approved program. Exceptions to this manner of compensation may be made by the President.
 - E. An employee on professional development leave may not accept employment from any other person, corporation or government agency, unless the governing board determines that it would be in the public interest to do so and expressly approves employment.
 - F. The time period encompassed by the PDL shall apply as credit toward the annual salary increment, and for service awards purposes.
 - G. Funds may be available for appropriate related PDL expenses such as travel and tuition. Applicants should indicate if additional funds are being requested.
- V. Professional Development Leave represents a serious commitment on the part of the institution and award winners. Recipients, regardless of the nature of their proposal, are expected to share their experience and learning with the MCC community within the next long semester upon their return. Some venues for sharing could include:
- A. A written report, journal, paper, and/or presentation for submission to the MCC Professional Development Leave web page where appropriate.
 - B. Organize and teach an on-campus presentation/seminar to appropriate MCC personnel.
 - C. Share with their area of instruction or administration new insights and information that have been gained.

- D. Faculty will consult with the division director to determine an appropriate activity for the purpose of sharing. Non-faculty personnel will consult with their immediate supervisor.