

Faculty & Professional Staff Professional Development Committee Guidelines

Purpose

The Professional Development Committee serves to solicit, collect, and judge proposals submitted by full-time regular professional employees for professional development.

Guidelines

In an effort to create the most opportunities for the most employees and to gain knowledge in various departments, each PD Committee will follow the guidelines below. These guidelines are in place with good-faith that each Committee will serve to approve valuable proposals.

1. Funds should be distributed on a first come, first served basis.
2. Refrain from funding the same conference two years in a row for the same individual.
3. Funding is limited to \$3,000 and one proposal a year for the same individual.
4. Funding should be awarded for only one person from a department to attend the same event.
5. Other forms of financing should be examined before the PD Committee is asked to fund a proposal (ex. grant/outside funding/match moneys).
6. Funding of proposals for events that take place during or as part of a Sabbatical will not be considered.
7. Funding of proposals for events that the employee is participating in as part of an outside organization that do not **directly** relate to the enhancement of MCC will not be funded.

College Directives

1. Attendees should always endeavor to find/take the cheapest route of travel to the event. (Use of a travel website must be pre-approved by the Vice President of Finance & Administration.)
2. Daily food allowance determined by state website and should be followed.
<http://www.gsa.gov/portal/category/21287>
3. Funding is not available for adjunct faculty.
4. Step-Credit will not be awarded for events/activities that are funded by the PD Committee.