

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
REQUEST FOR USE OF PROFESSIONAL DEVELOPMENT FUNDS

PLEASE SEE PROCEDURES. One form per request. **All funds require preapproval.**

SECTION I GENERAL INFORMATION

Name of Requestor: _____ ☐ FT ☐ PT Semester/Academic Year: _____

Department: _____ Total Amount Requested: \$ _____

PREAPPROVAL IS REQUIRED PRIOR TO ANY AND ALL TRAVEL, CONFERENCE REGISTRATION, TUITION, ETC.

SECTION II REQUESTED USE OF FUNDS (CHECK ALL THAT APPLY)

☐ **Conference/Non-tuition Professional Development** (complete Section III below)

Are you travelling? ☐ **Yes** ☐ **No** (If yes, complete and attach Travel Authorization Request - Form CO-112)

☐ **Tuition** (complete Section IV below)

SECTION III CONFERENCE/NON TUITION PROFESSIONAL DEVELOPMENT INFORMATION

Use of Funds Description: _____

Date(s) of event:

_____ to _____

Professional Benefit Justification (Indicate relationship to your discipline, teaching and/or research.)

Check all that apply:

☐ **Registration Fee** (attach supporting paperwork/receipts)

☐ **Travel** (complete and attach Travel Authorization Request - Form CO-112)

☐ **Meals** (complete and attach Travel Authorization Request - Form CO-112)

☐ **Lodging** (complete and attach Travel Authorization Request - Form CO-112)

Are you a lottery slot recipient
for this semester? (FT)

☐ Yes

☐ No

SECTION IV TUITION INFORMATION (TRAVEL AUTHORIZATION FORM NOT NEEDED)

Course Name: _____

Number of Credits: _____

Institution: _____

Total Cost: \$ _____

Use of Funds Description: _____

Professional Benefit Justification (Indicate relationship to your discipline, teaching and/or research.)

Signature of Requestor: _____

Date: _____

Supervisor: _____

☐ Approved ☐ Not Approved **Date:** _____

Academic Dean: _____

☐ Approved ☐ Not Approved **Date:** _____

President: _____

☐ Approved ☐ Not Approved **Date:** _____

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

PROFESSIONAL DEVELOPMENT FUNDS PROCEDURES

The following definition is to be used when determining appropriate use of professional development funds regardless of source.

DEFINITION OF PROFESSIONAL DEVELOPMENT:

Pursuit of knowledge or skill through study, research and creative activities, travel, workshops or courses, sabbaticals, internships, apprenticeships, residencies or work with a mentor or master to enhance teaching as well as build expertise and remain current in one's discipline.

GUIDELINES TO REQUEST FUNDS:

A Professional Development Request form must be approved **prior** to any funds being expended for professional development purposes. Complete and sign the appropriate form, obtain required signature(s) and submit the completed form to Academic or Program Coordinator for processing.

Listed below are "**Appropriate Uses**" of professional development funds that should result in approval if the purpose of the expense is linked to teaching and/or research. In order to avoid request disallowances, a list of "**Not Appropriate Uses**" is also presented below to guide you in your request.

*****NOTE: Preapproval is required prior to any and all travel, purchases, hires, contracts, services, etc.**

APPROPRIATE USES

TRAVEL

- Transportation costs (airfare, bus, taxi, subway, etc.)
- Registration
- Lodging
- Meals while travelling
- Gratuity
- Personal mileage (set at state compensation rate)
- Tolls

TUITION

- Tuition/fees for credit courses at an accredited college or university
- Individuals must pass the course in order to be reimbursed

INAPPROPRIATE USES

TRAVEL

- Personal expenses (e.g. phone calls, movies)
- Alcohol
- Souvenirs
- Additional days/nights beyond the bounds of the activity

TUITION

- Books, travel, and associated costs with a credit course at an accredited college or university
- Costs associated with publishing or similar academic expenses

PROCESSING GUIDELINES FOR PROFESSIONAL DEVELOPMENT EXPENDITURES

All expenditures for Professional Development **must have prior approval** through the Professional Development Request Process above.

REIMBURSEMENT PROCEDURES

- The Professional Development Request form must be submitted and approved prior to event/trip
- Registration, Fees, Travel, and Lodging expenses
 - All expenses will be initially paid by the employee.
 - The Expenses Reimbursement Form (CO-17XP) should be completed by the deadline at the end of the semester to the Dean of Administration's office.
 - Receipts for all expenses, including transportation, lodging, and fees must be included with the Expenses Reimbursement Form (CO-17XP)
- Tuition
 - Copies of final grades and receipts for payments must be included with the Expenses Reimbursement Form (CO-17XP) by the deadline at the end of the semester to the Dean of Administration's office.

TIMELINES: FULL TIME AND PART TIME

- Professional Development requests should be submitted 2 months in advance where possible.
- ALL APPROVED requests for short-term leave for professional development, tuition and fee payments for credit courses at an accredited institution of higher learning and hotel/travel/conference/seminar fees, etc. will be reimbursed on a semi-annual basis and are contingent upon available funding.
- This reimbursement schedule includes the lottery slots of up to \$1,000 each.
- Available funds shall be divided 50%/50% between fall and spring semesters.
 - Expense reimbursements are limited to the total funding provided each year by the Board of Regents for Connecticut State Colleges and Universities and the Congress of Connecticut Community Colleges and are distributed on an equitable basis.
 - Any excess funds remaining from the fall semester will be applied to the spring semester.
- The fall semester runs from July 1 through December 31; the spring semester runs from January 1 to June 30.
- Reimbursement requests and required documents including copies of final grade(s), class registration, and receipts must be submitted to the Dean of Administration's Office by the 5 PM deadline for fall and spring semesters.
 - Deadlines will be announced via email.
 - Reimbursement requests received after these deadlines will not be processed.
 - Contact Dean of Administration in advance of the deadline if final grades are not available by the due date.

PROFESSIONAL DEVELOPMENT AMOUNTS FOR FULL TIME FACULTY/STAFF

- Expense reimbursements are limited to the total funding provided each year by the Board of Regents for Connecticut State Colleges and Universities and are distributed on an equitable basis for each request for both short-term leave and tuition expenses.
- The actual maximum expense reimbursement allowed, except for the \$1,000 lottery slots, is expected to be \$650 per semester for tuition reimbursement requests and \$650 per semester for all other Professional Development requests.
- This amount is subject to available funds and is determined by the Professional Development Committee each year.

PROFESSIONAL DEVELOPMENT LOTTERY SLOTS FOR FULL TIME FACULTY/STAFF

- Two (2) \$ 1,000 slots are available for the Fall semester for FT faculty/staff.
- Two (2) \$ 1,000 slots are available for the Spring semester for FT faculty/staff.
- Recipients may receive up to \$1,000 of professional development funds to be applied for expenses related to ONE (1) approved professional development activity in the current academic year.
 - Full time professional staff who receive up to \$ 1,000 in the lottery slot may also receive reimbursement for additional approved professional development activity expenses.
 - Any additional expense reimbursement will be made after ALL other requests are processed, and will be contingent upon available funding.
- Deadlines to apply for the Lottery Slots will be announced via email.

TUITION AMOUNTS FOR FULL TIME FACULTY/STAFF

- When requesting tuition, submit the amount of the tuition in Section IV above.
- Tuition amounts submitted for reimbursement are considered part of the general Professional Development Fund.
- Individuals may submit a general Professional Development request, as well as tuition during a given semester. However, the total amount in the Professional Development Amounts will still apply.
- If more funds are available in a given semester, individuals may receive more than the \$650 listed above.
- In the case of a Professional Staff member enrolled in a graduate program for which grades are computed on an annual rather than a semester basis, the staff member will be entitled to reimbursement equivalent to one course per semester, subject to the maximum expense reimbursement allowed per semester.

PROFESSIONAL DEVELOPMENT AMOUNTS FOR PART TIME STAFF

- Eligibility Requirements:
 - Part-time non-teaching professionals who have been regularly scheduled to work between 9-19 hours per week.
 - New hire will be eligible commencing sixty (60) calendar days after working 9-19 hours per week.
- Approved requests:
 - Professional Development requests will be reimbursed on a semi-annual basis and are contingent upon available funding.
 - The maximum allowable reimbursement for professional development requests is \$100 per academic year.
 - Additional reimbursements for requests exceeding \$100 MAY be made at the end of the spring semester contingent upon available funding.

TRAVEL

- Paperwork to support the travel must be submitted with the request
 - Registration paperwork
 - Flight itinerary and receipt
 - Airfare receipt (if applicable)
 - Anticipated costs of meals, transportation, gratuity, taxes, etc.
- In the case of requests requiring use of a privately owned vehicle, the following applies: an employee must carry insurance for a minimum liability of \$50,000/\$100,000 and \$5,000 in property damage or, in lieu thereof, a minimum of \$100,000 for liability for bodily injury and property damage.
- **A copy of insurance coverage must be on file in the Office of the Dean of Administration prior to travel taking place.**