I. Purpose

The purpose of the Faculty Professional Development Program is to support professional development activities for intellectual stimulation or technical updating as requested by members of the faculty. The purpose of these activities is to enhance the educational program of the college by improving faculty competency. In determining whether or not to recommend a proposal for funding to the Vice President, Instruction, the committee may consider the merits of the proposal, the frequency with which the applicant has used faculty professional development funds, the availability of other appropriate sources for the funds, and the amount of funds available.

II. Committee Membership

The Faculty Professional Development Committee will consist of eight members: four faculty members appointed by the Kirkwood Faculty Association and four administrators appointed by the president of the college. All members serve on three-year rotation basis.

III. Committee Meetings

The Faculty Professional Development Committee will meet five times during the calendar year to consider requests from faculty for professional development awards. Special meetings may be scheduled at the discretion of the chairperson. Appointment of new members shall be in April prior to the spring meeting of the committee. New members’ first attendance will be at the spring meeting.

IV. Award Categories

The committee has established four award categories for the purpose of activities that will be considered for funding. These categories are (A) individual awards, (B) group awards, (C) the professional extension program, and (D) residency leaves. Individual awards may be granted at the same time and for the same activities as either residency leaves or professional extension leaves.

A. Individual Awards

Individual awards may be granted for the following activities:

1. relevant educational course work
2. individual projects focused on scholarly or creative research or assessment
3. individual projects demonstrating artistry, creativity or innovation
4. updating or expanding knowledge in a subject field
5. travel necessary to fulfill individual project requirements
6. conferences, meetings, workshops and seminars
7. job shadowing
8. publication of research (funds may be used to pay a scholarly or professional journal’s “per page” fees)

B. Group Awards

Group awards fund collaborative activities and activities which are most productive and cost effective when delivered to a group. (Proposals where more than one faculty member requests the same activity and requires separate funding should be submitted on the application form as individual awards.)

Proposals may be submitted by departments, a group of faculty within a department, or an interdisciplinary group of faculty who have identified a common professional development activity. The Faculty Professional Development Committee may also sponsor group activities as demonstrated by a faculty needs analysis, or on the recommendation of an administrator, or as a way of efficiently combining similar requests from individuals or groups.

Group awards may be granted for the following activities:

1. visits to other colleges or work settings
2. visits to campus by consultants, content specialists, scholars (funds may be used to cover the cost of stipends including honorariums, travel, food and lodging; Kirkwood faculty may be compensated for expenses related to hosting or participating in these activities)
3. working retreats
4. experimental curriculum projects (not routine curriculum activities)
5. seminars conducted by Kirkwood faculty or staff
6. courses offered by another college or university on the Kirkwood campus
7. research designed to provide useful data for a specific department, division or the college as a whole

Initiating or participating in any group activity does not affect a faculty member’s eligibility for one individual award or professional extension leave every 24 months.

The committee will provide funding of up to $3,000.00 per group project

C. Professional Extension Program

Professional Extension Program leaves may be awarded for faculty wishing to pursue the following activities:
1. service to the college
2. research and publication
3. curriculum and materials development
4. planned and approved travel related to the subject field
5. practical training or job experience in subject-related field
6. updating of knowledge in subject field

When granting professional extension leave, the committee will give first priority to research and publication activities and to practical training, job experience, or the updating of knowledge in the subject field. Priority will also be given to activities that require leave of 10 or more days to successfully complete. Faculty and deans are asked to reassign workdays from the current or next year to cover projects requiring fewer than 10 days.
A letter of support from business, industry or the college must accompany requests for leave to pursue service to the college, practical training or job experience in subject-related field, or updating of knowledge in subject field. This letter should include verification that the number of days requested is appropriate.

At the September meeting the committee may vote to set aside a certain amount of the committee’s funds for Professional Extension activities. If any of the money set aside remains uncommitted by the June meeting, the committee may return those funds to the regular pool. The committee reserves the right to award more or fewer days than requested.

D. Residency Leave

Faculty doing course work toward an advanced degree may request a one-half time leave for one full semester to complete an on-campus residency requirement. Faculty requesting the leave must have been accepted into a graduate program and be a full-time student during the semester the leave is awarded. Documents verifying that these conditions have been met should be included with the application.

While on leave, the faculty member shall receive two-thirds of his or her per diem salary. Funds for this leave are not drawn from the Faculty Professional Development fund established in the master contract.

No more than two residency leaves may be approved during any one semester.

V. Faculty Contract Days

A. When a faculty member submits a proposal in which the activity takes place on assigned contract days, appropriate arrangements must be made between the faculty member and his/her immediate supervisor to see that all teaching and other assigned responsibilities have been covered.

B. Faculty participating in professional development activities on non-teaching days are encouraged to work with their dean to assign or reassign work days for that activity. Those days may be reassigned from the current year or borrowed from the next. This is especially encouraged for activities of fewer than ten days. If the college asks a faculty member to participate in an activity when contract days are not available, or when the reassignment of days is not acceptable to the faculty member, the faculty member may refuse to participate.

C. Proposals submitted for the Professional Extension Program cannot include days already designated as contract days. For the Professional Extension Program, awards to faculty on a 174-day contract will be a five (5) to twenty-nine (29) day summer extended contract; awards to faculty on a 201-day contract will be for five (5) to twenty-nine (29) days through summer release time or extended contract.

D. A request for release time from a teaching assignment for summer or fall semesters must be submitted by the February deadline. A request for release time from teaching in spring semester must be made by the September deadline.
VI. Funding Guidelines

A. Individual and Group Categories

Maximum funding for individual and group award categories will be limited to three semester hours of release time from assigned teaching duties for a period of one semester or the equivalent monetary award of three semester hours at the maximum part-time rate. No overloads will be allowed during any semester when release time is scheduled.

B. Group Awards

Initiating or participating in any group activity does not affect a faculty member’s eligibility for one individual award or professional extension leave every 24 months.

C. Professional Extension Program

Maximum funding for Professional Extension leaves will be five (5) to twenty-nine (29) days at the faculty member’s regular per diem rate.

When granting professional extension leave, the committee will give preference to research and publication activities and to practical training, job experience, or the updating of knowledge in the subject field. Preference will also be given to activities that require leave of 10 or more days to successfully complete. Faculty and deans are encouraged to reassign workdays from the current or next year to cover projects requiring fewer than 10 days.

The award for curriculum and materials development shall not exceed an amount consistent with compensation for similar activities carried out as part of regular teaching load (not overload).

If a faculty member is paid by another employer in the course of a professional extension leave, he or she must turn that salary over to the college to receive the per diem rate.

D. Concurrent Awards

Faculty may apply for individual awards concurrently with Professional Extension leaves, Residency leaves or Endowed Chair awards for the same project if the requests are complementary, not duplicatory.

VII. Application Procedures

A. Applications for professional development awards are available from the secretary of the committee and shall be submitted to the secretary for forwarding to Faculty Professional Development Committee members.

B. Applicants are encouraged to contact committee members for assistance in filling out the application form.
C. The following are the established deadlines for submitting requests. The committee follows this schedule strictly and strongly encourages applications be completed in a timely manner before the event. When approval cannot be given before funds need to be spent, faculty may ask their dean to cover expenses until the committee meets; however, there is no guarantee that any given project will be funded and the department or the individual instructor must accept responsibility if the proposal is rejected.

1. the fourth Friday of September
2. the third Friday of November
3. the third Friday of February
4. the third Friday of April
5. the third Friday of June

D. An individual faculty member will be eligible for an individual or professional extension leave only once in a 24-month period, counting from the time the project begins. If undistributed funds remain at the end of the year, this restriction may be waived. The 24-month interval does not apply to faculty who have received a residency leave or have sponsored or participated in a group award.

E. Final reports must be submitted before application will be accepted for another award.

F. All requests will be submitted on the application form. Supporting documents are requested for certain activities. Please see “Section IV: Award Categories” for more information.

G. The following activities are funded from department or other budgets, and cannot be funded as individual or group projects with Faculty Professional Development funds:

1. proposals requesting a cash stipend for the purchase of texts, software or other course materials
2. proposals requesting release time for the review of texts, software or other course materials
3. proposals requesting release time for curriculum development or revision including those which incorporate technology components
4. proposals requesting individualized software training when that training could be more efficiently delivered to groups of interested faculty

H. Secondary Criteria for equitable ways to allocate funds based on anticipated high demand for limited funds.

1. Number of awards and length of service to the college – ratio of number of awards funded to number of years of service
2. Number of people attending same conference – the committee tends not to fund more than one faculty to attend the same conference.
3. Number of awards received for the exact same activity (annual conferences would not be considered the exact same activity).
4. Look at probationary and non-probationary status.

I. The Vice President, Instruction, or the chair of the Faculty Professional Development Committee will be responsible for letting faculty know if their proposals have been approved. Minutes of Faculty Professional Development Committee meetings will be distributed to all academic departments.