

NASHVILLE STATE TECHNICAL COMMUNITY COLLEGE
Faculty Professional Development Guidelines and Priorities

The purpose of these guidelines is to clarify faculty members' questions about professional development and absence from campus. This document is not comprehensive, but does address some issues covered by TBR policy 5:01:05:00 on Outside Employment and Extra Compensation. All faculty members are responsible for acting in compliance with both campus and TBR policies.

Faculty Development Activity Approval:

The primary consideration when considering requests for approval of any faculty Professional Development activity is the need of the College. When considering a request, regardless of funding source, the following factors should be considered:

- Benefit to the College from participation in the activity
- Centrality of the activity to the faculty member's teaching effectiveness
- Absence during scheduled on-campus hours, especially classes
- Length of time away from campus

Faculty Development activity requests require approval of the appropriate dean. Any campus absence of two or more days requires approval of the VPAA.

Time Away From Campus:

A faculty member who has asked for and received advance approval for a Professional Development activity that requires the faculty member to be away from campus during scheduled on-campus hours is on College business, whether or not College funds support the activity. Documentation for campus hours missed is not required, but the faculty member must make arrangements, approved by the VPAA, for productive use of missed classes. Request approval for a professional development activity on Form X.

A faculty member who will be away from campus for an activity that has not been approved as campus business will normally take leave without pay for the period missed. Any exception to this must be approved by the VPAA.

Compensation for Professional Development Participation:

Full-time academic-year faculty are required to work a minimum of 37.5 hours per week during the academic year, including 30 scheduled on-campus hours. They may **not** receive compensation, whether salary, stipend, or honorarium, for work done while they are scheduled to be on campus, even if the work is job-related and approved.

The faculty member has several options when compensation is offered during the period of time the faculty member is scheduled to be on campus:

- Request leave without pay
- Donate the compensation to the College
- Develop a plan approved by your Dean for making up all scheduled campus time missed during the period of compensation.

Campus Professional Development Funding Priorities:

Professional Development activities approved for College funding must be submitted on Form X/Travel and have the approval of the Dean, Vice President, and Director of Human Resources. The faculty member must also have an approved Request for Travel Approval prior to departure in order to be reimbursed for approved expenses.

Priority 1: Program-Required Credentials

This category includes any type of education/training/development activities, including additional degrees and technical training, for an employee who was qualified for a job when he or she was hired, but now must acquire additional expertise and/or credentials. This priority will protect an employee from job loss, avoid possible program accreditation problems, and/or allow the college to offer essential services/instruction. All requests for priority 1 funding must be forwarded to the President for approval.

Priority 2: Institutional Training Programs

This category of training will provide organizational and professional development activities, typically on campus, for the largest number of employees. Training programs will be developed with input from the college community.

Priority 3: Workshops/Seminars

This category supports attendance at workshops/seminars, which are related to an employee's job. Priority for support within this category will be based on the activity's potential for improving job performance.

Priority 4: Degrees

This category supports the earning of degrees, which are related to an employee's position, e.g., a math faculty member pursuing another degree in math.

Priority 5: Nonessential Credentials

This category will support the earnings of degrees/credentials outside the discipline, but which are desirable, e.g., an employee pursuing an Ed.D.

In addition to funds provided for the priorities listed above, all full-time employees are eligible for a fee waiver for one graduate or undergraduate course per semester at any Tennessee public college or university. Form PC-191 Fee Waiver must be submitted to take advantage of this fee waiver benefit. Other forms of support are described in TBR Guideline P-130.

Campus General Professional Development Guidelines:

The following guidelines and procedures apply to the use of NSCC funds for support of professional development:

- Department or Division funds may be used only for activities directly related to required job performance. Funds may be allocated to reimburse an employee's travel to an off-campus site, attendance at a required meeting, and to support activities included in the department budget, e.g., advisory committee meetings.
- Faculty and staff should request funding only for activities that support their development plans. Attach faculty professional development plans to the request.
- Conferences/seminars should not be attended by multiple employees. Exceptions will be considered for local travel.
- If an employee is enrolling in one course at a TBR or UT institution, form PC-191 should be used. Professional development funds may be requested for subsequent

courses. Employees may request professional development funding for a course(s) taken at colleges other than TBR or UT at a maximum funding level of approximately \$500 per course.

- Funds are approved for a specific activity and cannot be transferred to another individual or activity.

Professional Development and Faculty Evaluation:

Criterion 5: Professional Development is part of the annual process for evaluating faculty. In order to earn points faculty members should, in addition to participating in the professional development activity:

- Document the positive results of the activity on teaching effectiveness and/or
- Share information with other faculty members through formal inservice or informal, structured activity

In 2002, a faculty committee developed and suggested point allocation as part Criterion 5: Professional Development in order to provide consistency. Suggested points, shown below, provide guidelines for divisions to use. Divisions may also add additional categories that are appropriate for their faculty.

Performance Objective for a +1: Faculty member attends required college-sponsored in-service activities on a regular basis and maintains appropriate licensing or certification to hold position.

Performance Objectives for a +2: In-Service points = 5 – 19

Performance Objectives for a +3: In-Service Points = 20 or above

Committee’s suggested professional development point allocation:

Type of Activity	Approximate Hours	Points
Graduate Class	48 hours	5 points/credit hour
Article submitted for publication	30 hours	15 points
Leadership Class	42 hours	15 points
Discipline Conferences	6 hours (approx hours)	1 point per hour
TBR Workshops	4/5 hours (approx hours)	1 point per hour
Campus Workshops	2 hours	1 point per hour
Presentations/Workshops	2 hours	5 points per 1 hour
Teleconferences	2-3 hours	1 point per hour
Self-Learned Software (to improve teaching)		5-10 points (preapproved by dean)
Content Currency in field	TBD by the division	TBD by the division

11/30/04; in policies folder, guidelines for prof dev file