

WV Northern Community College
Professional Development Guidelines
Revised 10/14/2015

1. Professional Development funds must generally be awarded to full-time employees of the College, although the College may consider other employee categories beyond full-time employees if it is determined by the institution that it would benefit the institution and funding is available.
2. Professional development must pertain to the enhancement of an individual's job duties and/or position at WVNCC.
3. Professional development activities may be funded through grant funds, department budgets including department professional development funds, or from the general professional development fund. Because of the limited amount in the general professional development account, funding should come from grant funds and/or department funds prior to the general professional development account. Department supervisors must indicate on the request form if there are other funds available to pay for part or all of the expenses and what the funding source is.
4. Generally no more than two employees will be awarded funds to attend the same conference (exceptions may apply). When more than one employee is traveling, arrangements should be made to travel together when possible to save funds.
5. Generally state mandated meetings are not considered professional development; department budgets should allocate funds for such requirements.
6. Professional development funds may be used for participating in seminars, conferences, webinars, or other training activities. Permissible uses include transportation, hotel, meals, and registration fees.
7. Professional development funds may not be used to pay dues to professional organizations unless they are included in conference/meeting registration fees.
8. Professional development funding is permitted for workshops or activities held at the College for multiple individuals or groups. This funding could include the cost of speakers and actual expenses for the event. Funding does not include stipends for participants.
9. Professional development funding is not provided for resource materials for individuals (texts, software, journal subscriptions, etc.). Requests for funding will be considered on a case by case basis for resources that are used by a broad section of the College.
10. The Professional Development Committee may award an annual (fiscal year) maximum of \$2,000 to an individual from the general professional development fund. This amount will be reviewed annually by the committee based on the total budget amount.
11. Travel is generally not permitted outside the continental United States and any travel outside the continental U. S. requires presidential approval.
12. An individual must request funding using the WVNCC travel request form along with the Professional Development request form and any other related documents.
13. The Professional Development Committee may award an annual (fiscal year) maximum of \$1000 for an individual's tuition reimbursement. Tuition reimbursement generally will not exceed one-third of the

general professional development budget. This amount will be reviewed annually by the committee based on the total budget amount.

14. General Professional Development funds may be requested to provide tuition reimbursement for a class which:
 - a. Provides training for an employee's current position or
 - b. Leads to a degree for enhancement of the individual's job duties and/or position.
15. Tuition reimbursement will be for tuition costs only.
16. Tuition reimbursement will depend upon successful completion of the course(s) with a grade of "C" or above, completion of Section II of the tuition reimbursement request form and submission of the tuition reimbursement request form with a copy of the grade(s) for the course(s) and receipts for tuition.
17. Employees requesting tuition reimbursement must complete a Professional Development Tuition Reimbursement Request form.
18. Professional Development funding is committed when the request is approved by the committee.
19. Funds are awarded on a first come basis. There is no guarantee that funding will be available for all requests. No individual or department is guaranteed funding in any year.
20. Professional development fund awards are not limited by employee's classification or department.
21. Professional development or tuition reimbursement request forms along with travel request forms, if applicable, must have the supervisor's signature. However, if an individual has a professional development request denied by the supervisor and believes the denial is unwarranted, the individual may submit the request to the committee without the signature with the notation that the supervisor denied the request. The chair of the Professional Development Committee will then confer with the supervisor and the department administrator to determine if the request is valid and should be funded.
22. In circumstances of time a constraint, the Chair of the Professional Development Committee along with one other committee member has the authority to approve or disapprove professional development requests if an individual meets or does not meet the criteria established by committee.
23. If a department was approved for department professional development funds (separate from the Colleges general professional development budget) employees will follow the same request process as any other professional development request. The professional development committee will review the request to ensure it meets the professional development guidelines and send to the business office. The request form must indicate departmental professional development funding so it can be accounted for properly. The requirement for feedback after the attendance to the Professional Development Committee is still required to allow for information sharing and possible opportunities for others.
24. Upon completion of the approved professional development, the individual will complete a questionnaire regarding the attended event. The Professional Development Committee will use the provided information in the decision-making process for future requests, to promote possible additional options for professional development such as on-campus speakers and presentations, and/or to request that the individual provide a session which could be helpful to other employees. The completed questionnaire form will also be shared with the employee's supervisor.