

**ACADEMIC AND STUDENT SERVICES
NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

**FACULTY UPGRADE ALLOTMENT PROGRAM
(Formerly known as Tier A)
FY 2008- 2009**

GENERAL GUIDELINES

In determining how to use the Faculty Upgrade allotment, the Guilford Technical Community College (GTCC) will follow these program guidelines:

1. Funds for the Faculty Upgrade Allotment Program (formerly known as Tier A) may be used to provide professional development and training opportunities for any full-time or part-time college employee. All position categories are eligible to use these funds except presidents and vice presidents who report directly to the president. Faculty and staff must have been employed at GTCC for a minimum of nine months or two consecutive semesters prior to the semester in which the activity will occur.

The specific focus of these funds is to provide community college employees training opportunities that relate to: teaching subject matter content, instructional/technical skills upgrading, career skills, or organizational development needs.

2. **Return to Industry**

At least (1/3) of allotted funds will be used for Return-to-Industry (RTI) training. RTI is defined as activities that provide technological training, hands-on structured experiences in private/public industries, or seminar/workshops sponsored by industries/businesses. RTI training has been the foundation of this categorically funded program.

These funds can be used to pay hourly salaries of instructors who are participating in RTI training opportunities in a time frame that is above or outside their regular contractual agreement.

Funds can be used to pay hourly salaries of "substitute" instructors while permanent faculty or staff, who are under contract agreement, are participating in training activity. These funds must be documented on a part-time hourly basis and should not supplant salaries of part-time faculty/staff that are on the payroll. Funds cannot pay salaries of substitutes while faculty/staff members are on any form of leave or if a position is vacant.

3. **Faculty/Staff Upgrading Activities**

Two-thirds (2/3) of these allotted funds can be used for Faculty/Staff Upgrading (FSU) activities. These funds offer a variety of learning experiences for career development, professional skills and position/job training. Opportunities may include training such as:

- Attendance at special schools or conferences which provide credit, certification, or instruction;
- workshops and studies leading to accreditation, special certifications, and SACS requirements;
- minimal training contracts for outside presenters for special college-wide faculty/staff development programs, such as cultural diversity or retention;
- faculty retraining expenses for expanding teaching roles and learning innovative teaching methodologies; and,
- specialized training for leadership training and skills in college administration.

4. Tuition, books, and fees are legitimate program expenses for faculty/staff completing SACS requirements, subject area certification, working toward a degree, being retrained to teach a new subject, or increasing knowledge for a teaching or skill-related subject area. Funds for educational travel must be limited. These disbursements will be consistent with the written application/procedures.
5. A Faculty/Staff Development Committee will assist in the development and operation of these funds.
6. All global travel (outside the country) must be approved by the College President. The learning experience must be directly related to one's discipline or job requirement. A written request, in advance, with Presidential endorsement must be submitted and approved by the System Office prior to the activity due to category funding reporting accountability.
7. Faculty Upgrade allotment funds are not available to pay employees for the Administration or supervision of faculty upgrade activities. Employees coordinating this program may receive travel expenses for necessary program training and development activities, including exempt Vice Presidents.
8. Funds should not be used for: 1) a program registration at one's own college, 2) employees participating with/at student trips, or 3) refreshments/food expenses for programs offered.
9. The Faculty/Staff Development Committee will fund what it considers to be reasonable amounts with priority being given to the proposals of first-time applicants and/or those applicants who have traveled least in the last five years. Receiving priority also are activities that support the college's goals and the president's yearly initiatives.
10. For consideration, applications for the Faculty Upgrade Allotment Program should be submitted no earlier than 90 days prior to the beginning date of the activity. Completed and signed travel request forms must accompany the application, which will be signed by the Faculty/Staff Development Committee Coordinator, if approved.
11. Requests for Faculty Upgrade Allotment funding must be approved **before** the activity commences.
12. Copies of all application requests and responses will be maintained in the office of Organizational Development.
13. The Faculty/Staff Development Committee **must be informed as soon as possible** if allocated funds **will not** be used for the approved activity so the funds can be reverted back to the Faculty Upgrade Allotment Program.