

**GUILFORD TECHNICAL COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT FUNDING APPLICATION 2009-2010**

Please check one:

- Return-To-Industry or Faculty/Staff Upgrading Activities
 Educational/Return to Industry Leave With Pay Program

Note: Summary of Application Process, page 4

PLEASE USE TAB KEY TO MOVE FROM FIELD TO FIELD

SECTION I

Name: _____ **Phone Ext.:** _____ **Email Address:** _____

Division: _____ **Department:** _____ **Campus:** _____

Please check as applicable: Faculty Staff Full-time Part-time

Position Title: _____

Subject(s) taught (if Faculty member): _____

or Job responsibilities (if staff): _____

Name of Immediate Supervisor: _____ **Position:** _____

Employment at GTCC: Number of Years, or Semesters, or Months,

Previous Funding (Check all that apply):

- Faculty Upgrading (Formerly known as Tier A)
 Staff Upgrading (Formerly known as Tier A)
 Return to Industry
 Educational Leave With Pay Without Pay
 Other (List) _____

Summary of educational background, Degrees & Dates of Awards

Sponsor of Proposed Activity: _____

Name/Kind of Activity: _____

Projected Dates to be away from campus: _____ (Not to exceed 90 work days per fiscal year)

No. Hrs. of Training: _____

Activity Site (City & State): _____

This activity will require me to request a leave: No Yes

NOTE: Additional forms are required if requesting a leave.
(See IV 3.040 Educational Leave with Pay in the Management Manual)

SECTION II – PURPOSE

1. Purpose of Professional Development Opportunity: **Check only one**

- For Return-to-Industry, Faculty/Staff Upgrading Activities or College Study, see sections 2, 3 and 4 of The Faculty Upgrade Allotment Program Guidelines**
- For Educational/Return-to-Industry with Pay Activities, see Educational Leave with Pay Guidelines in sections IV 3.040 of the Management Manual**

2. **For Return-to-Industry**, provide a description of the proposed technological training, hands-on experience, workshop and the associated industry and/or business.

NOTE: For Return to Industry ONLY, attach a letter to this application from the proposed business/industry indicating the agreement to provide the training experience as described above.

3. **For Faculty/Staff Upgrading Activities or College Study**, provide a description of the proposed training activities or courses to be taken. (Attach documentation to verify activity and registration fees, etc.)

4. How will this Professional Development Opportunity improve your effectiveness in your current position and how will your department benefit from this activity?

5. How does this Professional Development Opportunity support your department/division objectives, College goals and the President's initiatives?

6. How will you share the information, knowledge, and skills gained from this activity with your colleagues?

SECTION III – ADDITIONAL INFORMATION

Complete this section **ONLY** if you are participating in a Return to Industry training opportunity that is above or outside your regular contractual agreement **OR** if you are requesting funds to pay hourly salaries of substitute instructors.

Cost of Workshop, Conference, Tuition or Fees associated with professional development activity (Itemize each cost separately): \$

Replacement Cost for Substitute

Hourly rate: x # of hrs. = \$

Contract Extension

Hourly rate: x # of hrs. = \$

TOTAL REQUESTED:.....\$

How will the department function if a replacement is not funded?

SECTION IV: Required Signatures

By signing this application, I agree that within 30 days of completion of the Professional Development Opportunity to submit documentation of the learning experience and a written report of the activities to my immediate supervisor and the Director of Organizational Development.

Applicant

Date

SECTION IV: Required Signatures (Continued)

By signing this application, I acknowledge my support and recommendation of this applicant’s participation in the Professional Development Opportunity as outlined on the previous pages.

Department Chair/Supervisor	Date
Division Chair/Dean/Manager	Date
VP, Instruction or Other Department	Date

SUMMARY OF APPLICATION PROCESS:

1. Employee completes application and submits to immediate supervisor for approval. A travel request form along with supporting documentation, such as a description of conference/workshop, conference schedule, registration fees, tuition fees, workshop agenda, travel expenses, etc. should accompany the application.
2. The immediate supervisor will verify employment status with Human Resources and determine whether the professional development request meets the specified criteria. If the request meets the criteria, the supervisor may add his/her signature to indicate approval of the request. The supervisor will forward all applications that meet the criteria to the appropriate Division Chair/Dean/Manager.
3. The Division Chair/Dean/Manager may add his/her signature to indicate approval of the request and will forward all applications that meet the criteria to the appropriate Vice President.
4. The Vice President will forward only those requests that meet the criteria and have the signatures of all supervisors in the “chain” to the Director of Organizational Development at least 10 days prior to a scheduled meeting of the Faculty/Staff Professional Development Review Committee.
5. Faculty/Staff Professional Development Review Committee will schedule a meeting on a designated day of each month. The Committee will prioritize requests for funds according to the length of time the applicant has been employed at GTCC without such leave or previous funding (the employee’s standard work year, i.e., 9 months, will be considered one year for purposes of this procedure, and part-time experience will be pro-rated).
6. When notified that the leave has been approved, the employee must complete the **Educational/Return to Industry Contract Form** and forward it to the Director of Organizational Development at least 30 days before the leave is to begin.
7. Travel outside the United States associated with Faculty Upgrade funding must be approved by the college President. The learning experience must related directly to the employee’s discipline or job requirements. A written request, in advance, with Presidential endorsement must be submitted to the NC Community College System Office prior to the activity as required by categorical funding and reporting accountability.
8. Any applications associated with contract extensions or replacement costs for substitutes are subject to review by Human Resources and Payroll. The Director of Organizational Development will forward duplicate copies of the applications and completed contracts to the Human Resources and Payroll Offices after the leave is awarded.

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DEADLINES FOR SUBMISSION OF APPLICATIONS

Requests must be received by the following dates:

For Return to Industry or Faculty/Staff Upgrading Activities: August 26, 2009; September 23, 2009; October 21, 2009; November 18, 2009; February 10, 2010; March 18, 2010; April 14, 2010

For Educational/Return to Industry Leave with Pay Program: August 26, 2009; November 4, 2009; March 18, 2010

SEND TO: Jackie Greenlee, Organizational Development (ext. 2202)

Office Use Only:

Date application received: _____

Date application reviewed by Committee: _____

Funded

Amount: _____

Denied