

Staff Professional Development Fund

(added 9/9/04) (revised 12/10/09, 8/10/17)

The purpose of this fund is to encourage staff in developing and implementing individual plans for professional development. Neosho County Community College expects all employees to take the initiative in maintaining and continually reassessing skills and knowledge required for their assigned work. The staff professional development fund is designed to support opportunities for which sufficient funding cannot be found within their department budgets.

- 1) Eligible employees include all permanent full-time and permanent part-time non-Professional Employees staff. Contractual employees must have been employed for one (1) year at the time of application. The purpose of this fund is not intended to be used in lieu of other appropriate department funds. Departments are encouraged to provide as much financial support as possible for appropriate training of their staff. The applicant is required to seek funding from his/her department before applying for monies from the staff professional development fund.
- 2) Monies will be budgeted each year and applications will be accepted throughout the year, but funding may become scarce as the year progresses. Therefore, employees are encouraged to plan ahead.
- 3) The fund will be administered by the President's/designee office.
- 4) Applications will be reviewed by a selection committee to be composed of a three-member committee appointed by the President. If a member of the selection committee is applying to the fund, he/she will excuse him/herself from that discussion.
- 5) The amount of monies available for each employee will not exceed \$750 per year. Between May 1st and June 1st, employees may apply for any uncommitted funds. Applications must be submitted no later than May 1st and no funds will be committed after June 1st.
- 6) Due to fund availability, all of the worthwhile applications submitted will be approved on a first come first serve basis.

The strategies/priorities of the college's professional development plan are:

1. Academic Study – Includes formal courses of study, pursuit of additional degrees or other academic awards.
2. Conferences – Presenting papers, tutorials, chairing sessions or panels; participation in question and discussion sessions; and attendance at formal sessions and other conference activities, are all examples of appropriate conference-related professional development.
3. Seminars and Workshops – Such activities cover a variety of instructional programs that may be offered.