5.25 Professional Development

Last Revised: October 2015

Policy: Piedmont Community College (PCC) highly recommends that faculty and staff participate in professional development activities relevant to their employment, to ensure an environment of educational excellence in accordance with the College’s mission, vision, and values.

Purpose/Definitions: PCC provides opportunities for professional development for faculty and staff in order to ensure professional growth. Faculty and staff are responsible for participating in professional development activities. Faculty and staff are responsible for taking the initiative in promoting their own growth by identifying and participating in professional development activities that will enhance their knowledge and job performance. Examples of activities may include: attendance and presentations at conferences/workshops, classes, divisional planning retreats, return-to-industry experiences, webinars, professional publication reviews, or SACSCOC visits.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Student Development; Vice President, Continuing Education; and Vice President, Administrative Services have monitoring authority.

Procedure:

Prior to enrolling in a professional development activity during normal working hours, an employee must obtain approval from the supervisor. Professional development activities pursued during the employee’s normal work hours must be job-related.

Professional Development recommendations:

- Faculty are encouraged to participate in 40 clock hours of professional development activities annually.
- Professional Staff are encouraged to participate in 30 clock hours of professional development activities annually.
- Support Staff are encouraged to participate in 10 clock hours of professional development activities annually.

Incentives:

College employees may receive incentives for completing a degree, pending availability of approved funding, if the degree enhances the employee’s effectiveness and is consistent with their job description, and the degree is from a regionally accredited institution.

- Degrees recognized include:
  - Associate degree,
  - Bachelor degree,
  - Master degree, or
  - Doctoral degree.
- An adjustment will be made, when allowed, for earning a higher degree than earned upon initial appointment (i.e. an employee who has a master's degree when employed and then receives an additional master's degree while employed, will not receive this incentive).
• An official transcript is required to document receiving the degree. Receipt of the official transcript in the Personnel Office by that month’s payroll due date will be the date used to begin paying the incentive. The annual incentive will be allocated over the number of months remaining in the fiscal year and will be included in the base salary for the next fiscal year.

• Incentives may be awarded to faculty and staff, pending funding approval by the North Carolina Community College System, for educational obtainment of a degree, as follows:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Annual Incentive Amount*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate</td>
<td>$252</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>$504</td>
</tr>
<tr>
<td>Master’s</td>
<td>$756</td>
</tr>
<tr>
<td>Doctoral</td>
<td>$1,008</td>
</tr>
</tbody>
</table>

Legal Citation: G.S. 115D-5; G.S. 115D-20