



FACULTY/STAFF PROFESSIONAL DEVELOPMENT FUND

PURPOSE

To aid in the cost of professional development for full-time faculty and staff of Piedmont Community College to benefit the recipient and the College. Professional development is defined as learning state of the art procedures and knowledge for the growth and development of the individual and for the benefit of Piedmont Community College.

GUIDELINES

The maximum amount awarded for each individual shall not exceed \$500 per fiscal/academic year on a reimbursement basis. Any applicant who qualifies for financial aid including the Pell Grant is not eligible for these funds.

Monies approved from this program must not be used to supplant institutional funds. Development programs funded by the institution, such as workshops and seminars conducted for employees to fulfill their present job responsibilities will not be funded by this program.

The course(s) work must address specific objectives in one's professional growth directed toward an employee's first terminal degree, diploma, or certificate from a recognized accredited institution of higher learning.

The employee is obligated to continue employment with the College for a minimum of 2 years (24 months) after completing the professional development objectives. A prorated payback will be due based on the number of months remaining of the 2-year (24 months) commitment should employment be discontinued.

PROCEDURE

The applicant will submit a request for The Professional Development Fund which will include a syllabus or complete course description of the course(s) the applicant will pursue, as well as proof of class completion (final grade or transcript). The request for funding must be submitted through the employee's immediate supervisor to the appropriate Vice President. The Vice President will initial the request, signifying approval with comments, as appropriate. The Vice President will submit the request to the Vice President, Advancement & Communications.

REVIEW AND SELECTION PROCESS

The Faculty/Staff Development Committee will review the request and upon approval, the applicant will be notified. The applicant should keep all receipts applicable to the course work and turn the receipts into the Foundation office. Reimbursement will be made upon the receipts not to exceed the amount approved.



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Date Submitted: _____

1. Name (Please print or type) _____

Home Mailing Address _____ Phone (____) _____

City, State, Zip Code _____

2. Position _____ Division/Department _____

3. Course Description _____

Educational Institution _____

(name of college, etc.)

(mailing address-Street & P. O. Box)

(city, state, zip)

Date(s) of Course(s) _____

Cost _____

Other Information _____

4. Specific Objectives to be met in your Professional Development (you may attach a copy of your Professional Development Plan if you desire).

