

# Quincy College Professional Development

## Guidelines for Professional Development Funds

### **FUNDING PERIOD**

The funding period coincides with the July through June fiscal year. Funding reimbursements must be completed by May 31 of any given fiscal year.

### **WHO IS ELIGIBLE?**

All Quincy College active current employees are eligible to apply for funds. Adjunct faculty must have taught for the college for not less than one full year.<sup>1</sup>

Eligibility for Professional Development Funds is separate from other employee benefits. Eligibility does not entitle recipients to other benefit programs. Previous funding does not imply and/or guarantee future funding.

### **FUNDING LIMIT**

Funding is based on the availability of funds and the number of applicants. Each Academic Year the Committee will meet to ascertain the amount of funds available in the Fall and Spring semesters. No more than 50% of the year's funding will be available in any one semester. An Academic Year is from September to May. However, please note the funding period coincides with the July through June fiscal year.

There is a cap of \$3,000 per person per fiscal year. No applications or Professional Development funds may be rolled over from one fiscal year to the next.

### **FUNDING CATEGORIES**

Funds may be approved for programs, projects and activities related to scholarly activity, research, and professional development/continuing education. Priority consideration will be given to degree seeking full-time employees. They may be used to reimburse expenses up to an approved amount with submission of proper documentation.

Professional development funds may be used for the reimbursable activities listed below when the activity is in support of continuing scholarship (as identified above), including the improvement of content knowledge or teaching skills. This includes but is not limited to:

1. Conference travel (hotels, air, etc.) – Air travel is reimbursed up to \$500. It is recommended that air travel reservations be made at least 3 months prior to the conference to take advantage of special flight prices.
2. Conference registration fees.
3. Books connected with research, pedagogical, and/or other professional development activities.

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<sup>1</sup> The Committee reserves the right to disqualify and deny an application for funds should it be known to the Committee that the applicant is leaving the employ of Quincy College. An employee currently in a 6-month introductory or warning period may not be eligible for funding.

4. Degree seeking activity including Baccalaureate, Graduate and Post Graduate Study – expenses related to tuition, fees, research, and course materials for work toward the completion of a terminal, graduate and/or undergraduate degree, as well as study and/or work required to maintain academically relevant professional licenses that will occur prior to the end of June in any given year.

#### LIMITATIONS APPLY

Associate Degree level study does not qualify under this Professional Development initiative but rather should be requested through the College's Tuition Remission Program instead. At this time, membership in professional organizations is not a fundable category. Funding in one year does not guarantee continued funding in the next year.

#### FUNDING DEADLINES

Applications are accepted until the end of April for funding in the current fiscal year or until funds are expended.

#### APPLICATION PROCESS

All applicants must submit a completed application form where he/she identifies the professional and/or scholarship activity. Forms are available on the College internal website, [Quintranet](#). **Click on the Human Resources Professional Development Link for documents and downloads.**

- Applications must be submitted by the posted deadline. The Committee will convene to review the applications. An electronic signature is acceptable for the application process but is not acceptable when requesting reimbursement (see Reimbursement Process below).
- At this stage of the process *no* original receipts or reimbursement documents should be submitted with your application. *Please submit copies only.* (Originals will be required for the reimbursement process after Committee approval).
- Submit a completed application to [profdev@quincycollege.edu](mailto:profdev@quincycollege.edu) with "Application" in the subject line.
- Contract faculty and staff please review your QEA Unit's Collective Bargaining Agreement for professional development funding opportunities and guidelines.
- All Quincy College policies, procedures, and contractual obligations regarding absences and professional travel apply. Applicants are expected to understand and follow the Quincy College Travel and Expense Policy.
- Professional Development funds are separate from other employee benefits.
- Funding for Professional Development is available at the discretion of the College and the College reserves the right to make changes at any time.
- If applying for funds for degree completion, please submit transcripts from the accredited degree granting institution and documentation of earned grade.
- Application should include an account of all costs related to the professional development activity for which an applicant is requesting funding (e.g. books, travel expenses, fees, etc.).
- ***Upon approval applicants will be asked to print the Funds Worksheet reimbursement form, sign in ink, attach required back-up documents and submit directly to the Business Office.***

## **COMMITTEE REVIEW PROCESS**

The Professional Development Committee will review the applications. The Committee will notify applicants of their decision within two weeks after the Committee meeting.

- At the beginning of each fiscal year, the committee reviews the budget and determines funds to be dispersed for degree completion, and contractual agreements first.
- Applicants are welcome to attend meetings of the Professional Development Committee.
- In April of each fiscal year, the committee will review the availability of funds for the current fiscal year. Based on this review the Committee may elect to review all previously submitted applications for additional and/or new funding.
- Members of the Professional Development Committee are eligible for funding. However, they may not participate in the review/decision making process for their own application.
- After awards have been made statements will be provided to the appropriate member of the Business Office noting committed funds.
- Approved applications are filed in the individual employee's personnel file.

## **EVALUATION PROCESS**

- Review of application for completeness and required documentation.
- Review to determine applicant eligibility using stated criteria listed herein.
- Evaluate applicant's professional development activity to determine if activity qualifies for funding in accordance with criteria outlined herein.
- Evaluate whether applicant has applied for other financial support (Federal Financial Aid, Perkins, etc.), if available and appropriate.
- For applicants who apply for assistance with degree completion the committee will review transcripts documenting enrollment, progress and achievement.
- Review evidence of productive use of previously awarded professional development funds, if applicable.
- Review application for compliance with College policies, current Collective Bargaining Agreements if applicable, and applicable City requirements.

*Please note:* The applicant must identify a method of sharing knowledge gained with other College constituents. Consequently, the Committee strongly encourages the applicants for conference/seminar funds to identify a method for presenting knowledge gained.

## **CONFIRMATION PROCESS**

All applications will receive written notice of the Committee's decisions within two weeks of the scheduled review meeting.

## **APPEALS**

Committee decisions are final.

## REIMBURSEMENT PROCESS

Upon completion of the application process and receipt of the Committee's approval of funds for an applicant's professional development activity, the applicant is responsible for complying with the reimbursement requirements of the City of Quincy. The Purchasing policies and procedures for the City of Quincy MUST be followed to ensure reimbursement. The City of Quincy will consider only original receipts presented in good order, and copies of credit card bills. Requests for reimbursement must be submitted on the proper reimbursement form. Mileage is reimbursed at the published Federal IRS rate and can be found at <http://www.irs.gov>.

### Step 1: Complete and Sign Forms

- The Committee will respond with a written approval notice to the applicant.
- Complete the Funds Worksheet reimbursement form available on the Quintranet under Professional Development.
- Remember to sign the Funds Worksheet reimbursement form with ink. Electronic signatures will not be accepted.

### Step 2: Attach appropriate back-up documentation

- The Funds Worksheet reimbursement form is not complete until proper back-up documentation is included (e.g. original receipts, credit card receipts, etc.).
- If requesting reimbursement for degree coursework please attach a copy of your final grade.
  - At this stage of the process *it is important to attach original receipts and payment documentation* attached. Remember, the Business Office and the City of Quincy cannot reimburse without original receipts for your expenses.
  - For travel involving airline fares, boarding passes or documentation of seat assignment must be included. In those cases where airlines do not use boarding passes, seat assignment ticket stubs must be included.
  - Copies of credit card bills and cancelled checks are acceptable.

### Step 3: Submit Forms

- Completed Funds Worksheet reimbursement forms should be submitted directly to the Business Office of the College and to the attention of the Manager of Accounts Payable for the College.
- Reimbursements must be submitted by May 31 of the current fiscal year. For example, for activities completed in June in any given year you must submit reimbursement requests by May 31 of that same year to encumber the funds. Please consider this timeline when requesting reimbursement funds.