

# ESCC PROFESSIONAL DEVELOPMENT POLICY AND PLAN

Effective Date:

Responsible Office: Finance and Administration/Human Resources

## I. PURPOSE

To establish Eastern Shore Community College's policy and procedures (collectively referred to as the Professional Development Plan) regarding professional development for faculty and staff of the college.

## II. AUTHORITY

The President has given individual department heads, supervisors, and the Vice-President of Finance and Administration the responsibility and authority to implement and administer the college's Professional Development Policy.

## III. APPLICABILITY

This plan applies to all employees of the college.

## IV. DEFINITION

The VCCS Professional Development Initiative (1996) defines professional development as *"a systematic process of renewal which ultimately creates an environment for learning and growth for students, for educators, for staff and for colleges. Professional development is a philosophical approach, not an event."* The term refers to all activities that increase, enhance, and revitalize the professional knowledge and skills of all campus personnel.

## V. POLICY

### Purpose

As reflected in the goals and objectives of the college, the purpose of the ESCC Professional Development Plan is to foster the accomplishment of the educational mission of the college by promoting and enhancing the skills of all employees. Through the professional growth of our human resources, we can provide better education and service to the students of ESCC.

The college is committed to providing professional development opportunities for all faculty and staff, thereby enhancing their skills and ultimately enhancing the college's ability to meet the needs of the community.

### Needs Assessment

**Organizational Unit Needs Assessment** - Annually, the head of each organizational unit will develop goals and priorities for that year, and also identify the professional development needs required to support these goals. This process should be a collaborative effort between supervisors and their respective faculty/staff.

**Individual Needs Assessment** - When applying for funds, all applicants must give justifications for the request, which should be supported by an Individual Professional Development Plan.

The **Individual Professional Development Plan** is a program of professional education and training and personal growth agreed upon between an individual staff member and his or her supervisor. An Individual Professional Development plan should be created annually, funding for which should be included in unit plans and budgets. Full-time faculty professional development must be aligned with the Faculty Annual Performance and Professional Development Objectives (APPDO), which is part of the ESCC Full-Time

Teaching Faculty Development and Evaluation Plan. Please refer to this plan for guidelines and instructions for creating full-time faculty individual professional development plans.

While individuals are responsible for determining personal professional development activities in accordance with their plan, the institution is committed to providing the resources and opportunities for learning, to the extent possible. Professional development should be connected to institutional mission and goals and should promote individual professional growth.

**Categories of Professional Development** See *Professional Development Opportunities table*.

The ESCC Professional Development Plan is constructed around four categories of development and remains responsive to needs throughout the career cycle. These categories include:

1. **Discipline Development** designed to build knowledge and skills within the academic discipline or professional specialty. Activities include, but are not limited to:
  - attending conferences, seminars, or workshops
  - taking courses
  - participating in research or individual studies
  - participating in educational travel
  - teleconferences or webinars
  - Sabbatical Leave
2. **Instructional Development** designed to improve classroom teaching, learning and assessment techniques. Examples of activities include, but are not limited to:
  - attending conferences, seminars, workshops, and teleconferences on assessment
  - attending focus groups on teaching styles
  - participating in workshops on classroom research, teaching methods, or learning styles
  - participating in ESCC or VCCS Teaching/Learning Technology Roundtables
  - faculty peer group meetings
3. **Career Development** designed to provide tools to improve the quality of work and life. Activities or topics include, but are not limited to:
  - stress management
  - conflict resolution
  - time management
  - life changes and cycles
  - retirement
  - career management
  - administrative training
4. **Organizational Development** designed to enhance the administrative and leadership skills to fulfill the mission of the community college. Activities may include, but are not limited to:
  - retraining faculty and staff for new positions at ESCC
  - providing for teacher exchanges
  - conducting or attending administrative training sessions
  - leadership/management seminars

Note: See APPDO for other categories specifically related to faculty professional development.

#### **Conferences, Workshops and other Professional Development Activities**

*Peer group conferences will have funding priority.* Each full-time employee may apply for up to \$1,600. Part-time and adjunct employees may apply for up to \$500 for conferences each year. Funding will be

provided on the basis of the rationale presented in the application; however, employees who have not used funds in the previous semester will be given preference. Note: Any amounts requested over \$1,600/\$500 must be approved by the employee's supervisor.

## **Tuition Reimbursement**

### **Continuous Learning Tuition (Internal)**

Full-time employees of ESCC with a minimum of six months full-time employment at the college can enroll in a maximum of six credits per semester of ESCC courses at no tuition cost. All fees, textbooks, and costs other than tuition are the responsibility of the employee. A maximum of one course per semester of ESCC courses can be taken during normal working hours (actual scheduled class time only) by non-exempt, classified staff with supervisor approval.

A part-time employee of ESCC with a minimum of six months employment at the college who consistently works 20 hours or more each week during the regular academic year (this includes adjunct faculty who teach at least six credits per semester) can enroll in a maximum of three credit hours per semester with no tuition cost. All fees, textbooks, and other costs are the responsibility of the employee. All courses must be scheduled outside normal working hours.

An employee can take courses either for credit or audit, but the same course cannot be taken more than twice. The course does not have to be part of a degree program or directly related to the employee's job duties.

When registering for a course, the employee must submit a completed ESCC Continuous Learning Agreement form to the Business Office to have tuition waived. Once this is approved, the normal student registration process is followed.

Tuition-paying students have priority during course registration. If a course is full and a tuition-paying student(s) wants to register, then any non-tuition paying employee(s) will be removed from the class in reverse order of registration date to make room for the additional regular student.

It is expected that all employees taking courses for credit under this policy will make every effort to complete classes successfully.

Staff enrollment in ESCC credit courses under the Continuous Learning Tuition Policy is not considered 'Professional Development' but rather 'personal growth' for funding purposes and is not charged to any ESCC budget. However, it should be included and tracked by unit heads as part of a staff member's Individual Professional Development Plan.

### **Educational Assistance – Other Institutions of Higher Education Tuition (External)**

Educational Assistance is financial support for approved educational courses or the acquisition of job-related degrees, professional certifications or licenses. It may be granted for a single course or combined with educational leave. The financial support shall consist of the cost of tuition and mandatory fees.

Requirements include:

- a) the course must be part of a degree program or directly related to the employee's job duties and must be taken through a regionally accredited institution;
- b) a statement must be included in the package from the employee's supervisor as to whether the course is being taken at the direction of the supervisor or was initiated by the employee;

- c) the employee must obtain a grade of C or better. Upon completion of the course, a copy of the employee's grade and proof of payment must be submitted to the Business Office within two months of completion of the course;
- d) if the course is part of a degree program, a copy of the letter of acceptance to the degree program must be provided with the initial VCCS Educational Assistance Request form;
- e) classified employees may take one course during normal work hours;
- f) faculty are required to ensure that courses do not conflict with teaching and college responsibilities.

Each full-time employee may apply for up to \$1,000 for one course each semester. Tuition will be provided on the basis of rationale presented in the Educational Assistance Request form; however, employees who have not used funds in the previous semester will be given preference. Tuition will be reimbursed at the end of the semester contingent upon registration receipt and on successful completion of the course (C or better).

Staff enrollment in courses under the Educational Assistance Policy should be included and tracked by unit heads as part of a staff member's Individual Professional Development Plan.

### **Professional Development Funding**

There are several sources of funding for professional development activities. It is critical that all expenditures on professional development be budgeted and recorded.

1. College Professional Development Fund: An ESCC central fund (consisting of state and local funds) is available to all non-grant-funded college employees. Funding from this source must be applied for, approved and documented as such by the VP of Finance and Administration. Procedures relating to this source of funding are included in the "Procedure" section of the Plan (page 5).
2. Departmental Budgets: Based upon Individual Professional Development Plans, college departments should budget for professional development and record all professional development expenditures throughout the year. Funding from this source would be obtained through the regular purchase request process.
  - Full-time faculty should contact the VPASA regarding funds allocated to meet APPDO requirements. These funds do NOT preclude the use of other professional development funding sources.
3. Grant Funds: Grant funds may include provision for professional development, but all professional development expenditures paid from grant monies throughout the year (which are not part of regular departmental budgets) must be recorded. Funding from this source would be obtained through the regular purchase request process.
4. ESCC Foundation Mini-Grants: Funds set aside through the ESCC Foundation to provide support to faculty and staff to support professional development. Procedures relating to this source of funding are outlined below.

Note: Any funding requests requiring travel that will exceed \$500 require the completion of a Travel Estimate. See page 7 for details.

### **Professional Development Reporting**

All professional development that takes place, regardless of funding source, should be recorded. Uniform documentation and systems for reporting have been set up to capture this data, which should be collected and aggregated within each administrative unit by the department head and passed on to the Vice-President of Finance and Administration.

## **Process and Plan Evaluation**

To ensure that the goals of the Eastern Shore Community College Professional Development Plan are met, evaluation must be an ongoing process:

- A. The Facilities & Human Resources Committee will review the ESCC Professional Development Plan every two years in even years (goals, procedures, overall effectiveness).
- B. Unit Heads should be prepared to submit details of their unit's Professional Development Plan to the President annually.
- C. The Facilities & Human Resources Committee will solicit the opinions of faculty, administrators and classified staff through the distribution of surveys every two years in even years. Whenever supplemental information is desired, it may be obtained through individual discussions or interviews.

## **VI. PROCEDURES**

### **1. College Professional Development Fund**

As noted above, the College Professional Development Fund is available to all non-grant-funded college employees, and a procedure exists for the application, approval and reporting of professional development for individuals funded from this source. Faculty and staff can apply for professional development to be funded from this source provided the specific professional development activity has been approved by the supervisor or unit head. Individuals must also complete an assessment of the professional development received at the conclusion of the activity, to be submitted to the Unit Head and the VP of Finance and Administration for tracking purposes. Application and assessment forms are contained at the end of this document and are also available on the ESCC intranet.

### **2. Responsibilities**

The responsibilities, roles, and interrelationships of the various groups and individuals required to develop and sustain professional development across all elements of the college are described below.

#### **College President**

- A. Provide financial and personnel support within assigned sources to support activities required to meet the goals of ESCC and its Professional Development Plan.
- B. Approve annually the goals and objectives of the ESCC Professional Development Plan.
- C. Provide leadership and support for approved professional development activities.

#### **Vice President, Finance and Administration**

- A. Disburse funds in accordance with the guidelines contained in the ESCC Professional Development Plan.
- B. Receive and maintain assessment forms for professional development activities.
- C. Provide an annual report to the Facilities & Human Resources Committee of the expenditures for professional development provided from all funding sources in the fall of each year for the previous academic year.
- D. Monitor expenses for financial resources for funds approved for professional development activities.

#### **Unit/Department Heads**

- A. Develop annual goals and priorities, and identify the professional development needs required to support these goals.
- B. Agree to an annual Individual Professional Development Plan with each employee and incorporate these plans into the unit plan and budget. Full-time faculty professional development must be aligned with the Faculty Annual Performance and Professional Development Objectives (APPDO).

- C. At the end of the fiscal/academic year, provide a copy of the unit annual professional development activities undertaken to the President.
- D. Publicize professional opportunities (via flyers, email, newsletters, etc...) to ensure maximum awareness by faculty and staff.
- E. Review and approve or deny requests for professional development based on unit and college goals and priorities and on VCCS policy.
- F. Forward approved requests to the Vice-President of Finance and Administration for determination of funding availability.
- G. Review the assessment form participants fill out upon completing a professional development activity and forward copies to the VP of Finance and Administration.
- H. Publish examples of faculty and staff development activities through college means and/or through articles in local newspapers or other media.

#### **Individual Faculty and Staff Members**

- A. Prepare annual Individual Professional Development Plan to be agreed upon and approved by supervisor and/or unit head.
- B. Prepare requests for approval by supervisor or Unit Head for professional development activities.
- C. Prepare assessment of each professional development activity for collection and review by supervisor or Unit Head.

Note: Please refer to APPDO for guidelines and instructions for creating full-time faculty individual professional development plans.

#### **Facilities & Human Resources Committee**

- A. Review the ESCC Professional Development Plan every two years, considering past expenditures for faculty and staff relative to professional development opportunities, as well as results of the annual survey, and report results to the college President.

### **3. Procedures Details**

The following is a brief summary of the procedures involved in requesting professional development. The summary is not comprehensive. For additional information and to ensure inclusion of all necessary documentation, contact the VP of Finance and Administration.

***All requests for professional development/educational assistance activities and funding MUST be approved prior to commencement of the course or leaving for the conference.***

#### **Professional Development Request**

Those who are interested in taking a credit course at another institution, a non-credit course at ESCC, or attending a conference that will benefit themselves and the college should complete a professional development request found on the ESCC intranet or here as Attachment 1. Please note you need to include a description of the course or a copy of the program as an attachment to the request as well as justification for the activity. Submit the request to the supervisor / Unit Head for approval. If the desired funding source is the College Professional Development Fund, once the request is approved by the supervisor/Unit Head, it will be passed on to the Vice President of Finance and Administration for determination of funding availability.

#### **Conferences, workshops and other professional development activities**

*Note: Peer group conferences will have funding priority.* Each full-time employee may apply for up to \$1,600. Part-time and adjunct employees may apply for up to \$500 for conferences each year. Funding will

be provided on the basis of the rationale presented in the application; however, employees who have not used funds in the previous semester will be given preference.

### **Continuous Learning Tuition - ESCC**

If your request is for an ESCC credit course, please complete the ESCC Continuous Learning Agreement, found on the faculty and staff intranet on the ESCC website or here as Attachment 2. Please read the Continuous Learning Tuition section contained in the ESCC Professional Development Plan for more information.

### **Educational Assistance - Other Institutions of Higher Education**

If your request for professional development is for a credit or non-credit course at an institution other than ESCC, in addition to the professional development request, the VCCS Educational Assistance Request form must be completed. This form can be found on the ESCC intranet or here as Attachment 3. Please read the Educational Assistance – Other Institutions of Higher Education section contained in the ESCC Professional Development Plan or on the VCCS website.

Each full-time employee may apply for up to \$1,000 for one course each semester. Tuition will be provided on the basis of rationale presented in the application; however, employees who have not used funds in the previous semester will be given preference. Tuition will be reimbursed at the end of the semester contingent on registration receipt and on successful completion of the course (C or above).

Note: A purchase request, approved by the employee's supervisor, must be submitted when tuition reimbursement forms are submitted at the end of the course(s).

### **Assessment Forms**

At the conclusion of individual and/or group professional development activities, participants will complete an assessment form within two weeks of the activity which should be submitted to and reviewed by the appropriate supervisor. The supervisor will then pass the review to the Vice President of Finance and Administration for record-keeping purposes. This form will be maintained for at least 3 years as part of the professional development files. The form can be found on the faculty and staff intranet on the ESCC website or here as Attachments 4.

### **ESCC Foundation Mini-Grants**

One objective of this project is to provide support to faculty and staff as they engage in innovative and creative strategies to promote their own professional development. Mini-grants are awarded quarterly and by application only. The application is available on the ESCC intranet or by contacting Eve Belote in Room A-40, 757.789.1767 or [ebelote@es.vccs.edu](mailto:ebelote@es.vccs.edu).

### **Purchase Request**

If there is a registration fee related to a conference, an employee should complete a purchase request and attach a copy of the registration form. If the registration fee is due within 14 days, an employee should complete a travel advance request in lieu of the purchase request.

Purchase requests are also required for tuition reimbursements.

### **Travel Advances**

Travel advances are limited to two per fiscal year for expenses other than registration fees. If possible, registration fees should be done via a purchase request.

**Travel Estimate**

If the total conference costs will exceed \$500, a travel estimate form must be completed and approved prior to an employee leaving the campus for the conference. Total costs include, but are not limited to, mileage, tolls, parking, meals, hotel, and registration fees. Travel estimate forms are also required if an exception to published hotel rates is requested (150% rule). Note: Airfare is reimbursed for coach fare only.

**Approved:**

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**Linda Thomas-Glover, President**

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**Date**



Eastern Shore Community College  
Individual Professional Development Request

Name \_\_\_\_\_ EmplID # \_\_\_\_\_

Position Title \_\_\_\_\_ Full time \_\_\_\_\_ Part-time \_\_\_\_\_

In accordance with the ESCC Professional Development Plan, my employment contract and my individual professional development plan, I would like to complete the following professional development activities as part of my employment. **My professional development activities will not conflict with my job responsibilities.**

**DESCRIPTION OF ACTIVITY**

**AMOUNT REQUESTED**

**Tuition Reimbursement - ESCC**

Note: Please also complete the Continuous Learning Agreement

Course Title / Number \_\_\_\_\_

Semester/Academic Year \_\_\_\_\_

On campus / online \_\_\_\_\_

\_\_\_\_\_

Course Title / Number \_\_\_\_\_ C \_\_\_\_\_

Semester/Academic Year \_\_\_\_\_

On campus / online \_\_\_\_\_

\_\_\_\_\_

**Tuition Reimbursement - Other Higher Ed Institutions**

Note: Please also complete the VCCS Educational Assistance Request Form

Institution Name \_\_\_\_\_

Course Title / Number \_\_\_\_\_

Semester/Academic Year \_\_\_\_\_

On campus / online \_\_\_\_\_

\_\_\_\_\_

Institution Name \_\_\_\_\_

Course Title / Number \_\_\_\_\_

Semester/Academic Year \_\_\_\_\_

On campus / online \_\_\_\_\_

\_\_\_\_\_

**Conferences/Workshops/Professional Meetings**

Note: Please attach a copy of the announcement or a description of the conference/workshop/meeting you wish to attend.

Institution Name \_\_\_\_\_

Course Title / Number \_\_\_\_\_

Semester/Academic Year \_\_\_\_\_

On campus / online \_\_\_\_\_

\_\_\_\_\_

**Total Amount Requested**

\_\_\_\_\_

Briefly summarize how these professional development activities will support your professional development plan and benefit the college. List each activity/course separately.

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Approval**

\_\_\_\_\_  
**Date**

**For Business Office Use Only:**

Activity cost \_\_\_\_\_

Funding Source \_\_\_\_\_

**Eastern Shore Community College  
Continuous Learning Agreement**  
**Use this form for ESCC course tuition waiver**

Name: \_\_\_\_\_ EmplID number \_\_\_\_\_

Position Title: \_\_\_\_\_ Full Time \_\_\_\_\_ Part-time \_\_\_\_\_

I wish to enroll for (semester/academic year) \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Credit Hours \_\_\_\_\_

Time and Day(s) of Class \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Credit Hours \_\_\_\_\_

Time and Day(s) of Class \_\_\_\_\_

A waiver for tuition under the Continuous Learning Agreement is in accordance with the following:

1. Full time employees may not register for more than 6 credit hours.
2. Classified, non-exempt employees may take one course during scheduled work hours with supervisor approval.
3. Employees must pay for all applicable fees.
4. An employee may not be enrolled in a course if a regularly enrolled student would be displaced.
5. Part time employees who consistently work 20 hours or more per week, including an adjunct instructor who teaches at least 6 credits hours a semester, may enroll in a maximum of 3 credit hours under this policy. The agreement does not apply to employees whose primary status is as a student.
6. Employees may only take continuous learning courses offered by ESCC (on campus and on-line).

I hereby request a waiver of tuition under the ESCC Continuous Learning agreement.

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_

I hereby recommend approval for waiver of tuition under the ESCC Continuous Learning agreement for the above employee. Enrollment will not interrupt the normal work schedule for my department

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Date fees paid \_\_\_\_\_

## Virginia Community College System Educational Assistance Request Form

Use this form for other higher education institution tuition reimbursement  
Full-time employees may apply for up to \$1,000 for one course each semester

Employee Name	Original Appointment Date	College/System Office
Student Number		

Position Title	Section/Division	Teaching Field (For Faculty)

- After Hours Study
- During Hours Study: Note: for classified employees an adjusted work schedule will be attached.
- Leave of Absence With Pay: Promissory Note Must be Completed
- Leave of Absence Without Pay: If educational expenses are being paid, promissory note must be completed.

College/University to be attended \_\_\_\_\_

College Address \_\_\_\_\_

Time study will be pursued \_\_\_\_\_

Course Number	Course Title	Semester Hours*	Start Date	End Date	Tuition Costs	Mandatory Fees
*Limit of 6 credit hours per semester					Sub Total	

Grand Total All Costs	
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**Purpose of Assistance** (Check One)

- Job-Related: Supervisor’s signature verifies that course is related to current position responsibilities
- Degree Requirement: Verification of acceptance into a degree program must be on file

**Payment Option** (Check One) Note that IRS Tax regulations apply

- Reimbursement: Contingent on receipt of a grade of “C” or better and supporting documentation.
- Up-Front Payment: Promissory Note must be completed and attached to this form.

\_\_\_\_\_  
Date of Aid Request

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
President’s Approval or Designee

\_\_\_\_\_  
Supervisor’s Approval

**Eastern Shore Community College  
Professional Development Activity Individual Assessment Form**

Name \_\_\_\_\_ EmplID # \_\_\_\_\_

Type of Professional Development Activity \_\_\_\_\_

Date of Activity \_\_\_\_\_

Brief Description of Activity

Achievement of Objectives

Recommendations for Others to Participate in Similar Activity

Other Outcomes/Information Literacy Component

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**For Business Office Use Only:**

Activity cost \_\_\_\_\_

Funding Source \_\_\_\_\_