TITLE: Guidelines for Personnel Development

RATIONALE: Personnel development includes activities designed to provide and enhance professional knowledge or skills, and to improve academic credentials.

RULE STATEMENT

STIPULATIONS

Request for personnel development funding will be processed by the Personnel Development Committee comprised of the following:

- Dean of Instruction, Chair
- 2 Faculty Members (elected via respective organizational constitution)
- 2 Classified Employees (elected via respective organizational constitution)
- Business Manager, non-voting

If applicants receiving funding under Categories A, B, or C elect to discontinue employment at New River Community and Technical College within a period of one-year following completion of the funded activity, all funds for that activity will be reimbursed to the college by the applicant.

Any applicant requesting funding of course work must provide official documentation of successful completion (grade of “C” or better for undergraduate and grade of “B” or better for graduate and beyond) to the Committee Chair within two weeks following the end of the semester or quarter in which the course work was taken. Failure to do so will result in denial of any development funds or tuition waivers for a period of six (6) months.

A separate application must be submitted for each activity for which funding is desired. The applicants and support materials should be presented to the Committee Chair as far in advance of the beginning of the activity as possible.

Regular meetings of the Committee shall occur according to the following schedule:

- During the week prior to final examinations for each fall semester (for consideration of Category D and E requests and for spring semester tuition assistance requests).
- During the week prior to examinations for each spring semester (for consideration of Category D and E requests and for summer term and fall semester tuition assistance requests).
During the week prior to the beginning of classes for each fall semester (for consideration of Category D and E requests and for late arriving fall semester tuition assistance requests).

In addition to the above schedule, the Committee will meet on an “as needed” or “called” basis, throughout each semester or term for the purpose of considering Category D and E funding request. When such requests are of a routine nature, committee members may be polled via e-mail regarding their vote on decisions related to those routine requests.

In order to ensure that each application for funding is handled in a confidential manner, the Committee will meet in Executive Session when discussing applications.

A copy of the application, indicating the action of the Committee, will be returned to the applicant by the Committee Chair.

Each funding recipient may be requested to share, with the appropriate college audience, knowledge, skills and/or information acquired during the activity.

Completed travel forms and receipts (i.e. hotel, registration, parking, meals, etc.) should be submitted to the Committee Chair within five (5) days of the funding recipient’s return to the campus. Failure to comply within a two-week period will result in denial of further funding to the individual for one-year (fall, spring and summer terms). All state and college policies regarding employee travel shall apply.

**FUNDING CATEGORIES (Non-prioritized)**

**Category A – Degree Programs**

1. Preference of funding within this category will be given to applicants for the pursuit of the terminal degree appropriate to their field of employment.

2. In order to be funded, the degree program shall be in the faculty member’s teaching field (or in a closely related field, as approved by the Committee), or in the staff member’s area of responsibility. Requests for exceptions shall be submitted in writing by the applicant to the President. The Committee shall consider exceptions only if approved by the President.

3. In order for the application for funding in this category to be considered, applicants must show evidence of official admission, or pending admission, to an appropriate program of study at a regionally-accredited institution where Academic Common Market programs are available.

4. When possible, applicants should select state-supported institutions, where tuition rates are lower or tuition waivers are available, or institutions where Academic Common
Market programs are available.

5. Individuals requesting tuition waivers and/or other professional development funding must assume full responsibility for completion and timely submission of application and supporting documents.

6. If adequate funds exist, faculty and classified staff members may, in the same term, receive a NRCTC tuition waiver for up to three (3) credits, in addition to development funds for up to three (3) credits.

7. With the award of tuition assistance, employees must accept responsibility to inform the Personnel Development Committee if they decide not to attend the classes for which tuition assistance was granted. This notification should be presented, in writing, at least one week prior to the beginning of classes unless non-attendance is the result of a medical emergency. Failure to comply will result in withholding of tuition assistance to the employee for the following semester; a second violation will result in withholding of funds for one academic year.

8. There shall be no award or reimbursement for textbooks or other materials associated with the course(s), or for travel expenses, lodging, meals, or incidental fees such as parking.

9. Notification of the maximum amount of funding available per applicant per term or semester shall be provided annually via the updated Personnel Development Guidelines Summary.

**Category B – Non-degree Study**

Awards in this category are intended for support of such activities as the following:

1. Intensive study of one topic by the employee.

2. Renewal of skills for the employee’s present position or acquisition of new skills in an area of need by the institution (not for the accumulation of credit hours).

3. On-campus speakers, trainers, workshop leaders.

4. Employees accepting awards in this category must comply with the requirements specified in pertinent items of Category A.

5. There shall be no award or reimbursement for textbooks or other materials associated with the course(s) or activities, or for travel expenses, lodging, meals, or incidental fees such as parking.

**Category C – Tuition Waivers (Internal and External)**
1. Internal tuition waivers are available for NRCTC.

2. External tuition waivers may be awarded by West Virginia University and Marshall University Graduate College or other state institutions.

Special Notice to Recipients of Funding Under Categories A, B, and/or C. Employees voluntarily choosing not to continue their New River Community and Technical College employment for a period of at least one year following receipt of funding in one of these categories must reimburse the college for the amount of funding received in the most recent semester or term in which funding was awarded.

Category D – Research/Presentations

1. Support may be available in this category for a portion of expenses related to original research, excluding research in fulfillment of requirements for academic degree programs. Request for funding in this category must include an outline of the research project being planned or conducted, anticipated costs (itemized), and the benefits to the researcher and to the institution.

2. Support may be available for a portion of expenses related to presentations to regional/national organizations, societies, and other academic audiences. Request for funding must include an outline of the presentations and documentation of selection as a presenter.

Category E – Workshops/Conferences

1. Preference for funding in this category will be given to applicants who show evidence of active state, regional or national-level participation in the discipline or fields, and in the organization sponsoring the event.

2. Support of expenses associated with on-campus workshops or conferences must be approved by the President.

Sabbatical Leaves

Sabbatical leaves are not administered by the Personnel Development Committee. Employees interested in such arrangements should consult with the President of the College and should review the Board of Governor's Policy No. 4, “Sabbatical Leave” and the Faculty Handbook.

Note: Applications for funding under Categories A through E may be obtained from the Business Manager. Applicants should be aware that Personnel Development funds are not intended to be used for payment of expenses associated with travel required by the Institution. Travel not covered under the provisions of Category E must be paid from travel budgets allocated to each campus. Faculty and staff members should make applications for such travel through their respective Campus Director or immediate supervisor. Applicants should note that dues for membership in professional organizations are not available through Personnel Development Funds.

Appeals
If any application is rejected, the rationale for such rejection shall be sent promptly to the applicant by the Committee Chair. In the event that an application for funding is denied, the applicant may request a meeting with the Committee for the purpose of rebutting the Committee’s decision. If the denial of the applicant is upheld, the next level of appeal is to the President.

**Dispersal of Information**

The Chair of the Personnel Development Committee shall ensure that up-to-date copies of the Personnel Development Guidelines are contained in Faculty and Classified Staff Handbooks, and shall mail copies to employees requesting such.

**Funding Cap**

The Personnel Development Committee shall, annually, establish a funding cap for the year, per category of awards and per employee, based upon available state and federal funds. The President shall, by September 1, provide the Committee with the amount of funds available for the academic year and ensuing summer. The amounts of funding caps shall be reflected in the annually updated Personnel Development Guidelines.

**Evaluation of Personnel Development Guidelines**

The Personnel Development Committee shall evaluate annually the Guidelines and the effectiveness of the Personnel Development Program. Revisions to the Guidelines shall require a majority vote of the Committee, and approval of the President.

An annual report of financial accounting and progress of Personnel Development shall be provided, upon request, to members of the campus community.

**RELATED RULES:**

**RESPONSIBLE OFFICE:** Dean of Instruction

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President      Date