

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE PROCEDURE NO. 25

TITLE: Personnel Development
REPLACES: New River Community and Technical College B.700
EFFECTIVE DATE: February 2, 2006
REVISED DATE: July 1, 2014

PROCEDURE

1. PURPOSE

To provide guidelines for staff and faculty personnel development.

2. SCOPE AND APPLICABILITY

This procedure applies to all full-time staff and faculty members.

3. DEFINITIONS

- A. Category A - Designated as degree programs
- B. Category B – Designated as non-degree study
- C. Category C – Designated as tuition waivers (internal and external)
- D. Category D – Research/Presentations
- E. Category E – Workshops/Conferences

4. PROCEDURES

FUNDING CATEGORIES (Non-prioritized)

A. Category A – Degree Programs

- i. Preference of funding within this category will be given to applicants for the pursuit of the terminal degree appropriate to their field of employment.
- ii. 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.
- iii. 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.
- iv. 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.

- v. Individuals requesting tuition waivers and/or other professional development funding must assume full responsibility for completion and timely submission of application and supporting documents.
- vi. If adequate funds exist, faculty and classified staff members may, in the same term, receive a New River tuition waiver for up to three (3) credits, in addition to development funds for up to three (3) credits at another institution.
- vii. 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.
- viii. 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.
- ix. Notification of the maximum amount of funding available per applicant per term or semester shall be established by the committee. Applicants will be notified by the Committee Chair of the maximum amount of funding.

B. Category B – Non-degree Study

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

- i. Intensive study of one topic by the employee.
- ii. 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).
- iii. On-campus speakers, trainers, workshop leaders.
- iv. Employees accepting awards in this category must comply with the requirements specified in pertinent items of Category A.
- v. 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.

C. Category C –Tuition Waivers (Internal and External)

- i. Internal tuition waivers are available for New River Community and Technical College. (See Operating Rule 10 Tuition Waivers)
- ii. External tuition waivers may be awarded by West Virginia University and Marshall University Graduate College or other state institutions.

D. Category D – Research/Presentations

- i. 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.
- ii. 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.

E. Category E – Workshops/Conferences

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

ADMINISTRATION OF COMMITTEE AND APPLICATION PROCESS

A. Committee

Requests for professional development funds will be processed by the Personnel Development Committee comprised of the following:

- i. 2 Faculty Members (elected via respective organizational constitution)
- ii. 2 Classified Employees (elected via respective organizational constitution)
- iii. 1 Administrator serves as chair (appointed by College President)
- iv. Vice President of Finance and Administration, non-voting
- v. Chief Human Resources Officer, non-voting

The faculty and classified members shall be elected/appointed by constituent group to serve a two-year term and shall not exceed two terms. Then the member shall rotate off for no less than two years before being eligible for reelection.

The Committee Chairperson shall maintain and post a regular meeting schedule of the committee. In addition to the regularly scheduled meetings, the Committee will meet on an “as needed” or “called” basis. When 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.

The Professional Development Committee shall evaluate annually the Guidelines and the effectiveness of the Educational Development Program. Revisions to the Guidelines shall require a majority vote of the Committee.

The Chair of the Professional Development Committee shall ensure that up-to-date copies of the Guidelines for Professional Development are available on the College Human Resource web page and shall provide electronic or hard copies to employees requesting such or as needed.

B. Qualifications

- i. Classified, non-classified and faculty members requesting professional development funds must be in good standing with the College and must have completed one (1) year of New River service unless otherwise specified prior to the application for personnel development funds.
- ii. Professional development funded by the College must be job related. Applicants who request tuition assistance for college credit should be working toward a degree in his/her field of employment, closely related field of study or in a field designated by the supervisor.

C. Applications

- i. Application and selection for professional development funds or opportunities shall be made on a nondiscriminatory basis without regard to race, religion, sex, sexual orientation, age, national origin, or handicapping conditions using fair and meaningful criteria which will afford all employees with opportunities to enhance their knowledge and skills.
- ii. Applications must be submitted to the Personnel Development Committee Chair with all required documents and signatures. Submission without required documents and/or signatures will not be processed.
- iii. A copy of the application, indicating the action of the Committee, will be returned to the applicant by the Committee Chair.
- iv. A separate application must be submitted for each activity for which funding is desired.
- v. The committee will develop specific deadlines for each year. These deadlines will be publicized by the committee Chair to all employees. The application and support materials should be presented to the Committee Chair as far in advance of the as possible.
- vi. Each funding recipient may be invited to share, with the appropriate college audience, knowledge, skills and/or information acquired during the activity.

D. Reimbursement

- i. Any applicant requesting reimbursement 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 and an invoice from the College. Failure to do so will result in denial of reimbursement.
- ii. No applicant requesting reimbursement of course work will receive reimbursement prior to the conclusion of the course and an assigned final grade.
- iii. All reimbursement documents must be signed and submitted in a finalized version to the Committee Chair.
- iv. The Committee Chair will send the original reimbursement packet to the Office of Finance and a copy to the Office of Human Resources.

- v. The Office of Finance will reimburse the employee as set forth by the committee.

E. Repayment

- i. If the employee withdraws from the class or receives a failing grade, the employee must repay the funds expended by the College.

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 Academic Affairs Office or Human Resources Office. 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 spending managers or by the applicant.. Faculty and staff members should make applications for such travel through their respective Academic Dean 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 Vice President for Finance and Administration shall, by July 1, provide the Committee with the amount of funds available for the academic year and ensuing summer.

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 POLICIES AND/OR PROCEDURES: Operating Rule 20 Personnel Development

RESPONSIBLE OFFICES: Vice President for Academic Affairs

Approved by: Personnel Development Committee and President's Cabinet