

Professional Development Sub-Committee of the Teaching and Learning Committee

Description and Procedures

Professional Development is defined as an activity/event that increases an employee's knowledge or skill level to perform one's professional responsibilities. The activity/event may involve, but is not limited to: continuing education in one's discipline, higher education issues and national trends, and/or topics pertaining to university operations.

Sub-Committee Purpose:

The purpose of the Sub-Committee is to foster engagement through funding professional development opportunities which specifically encourage a commitment to student engagement and academic success. The Sub-Committee is allocated a fiscal year budget and must work within the confines of the budget.

Eligibility for Funding: All NMSU Alamogordo employees (Regular and Part-Time Temporary Faculty, Exempt and Non-Exempt Staff (with the exception of Vice-Presidents and above) are eligible to apply for professional development funding.

Membership:

Members serve staggered two-year terms. They are elected by the Teaching and Learning Committee.

One representative from the following constituencies:

- Exempt Staff
- Non-Exempt Staff
- Arts and Sciences Division Faculty
- Career and Technology Division Faculty

The Chair of the Teaching and Learning Committee serves as a non-voting member

Committee Member Responsibilities:

- Meets monthly to review applications and to award funds.
- The Chair notifies Applicant and the Chair of the Teaching and Learning Committee on the results of the application review.
- Reviews and revises procedures and application forms.

Allocation of Funding:

All awards must follow the purchasing regulations of the university.

Requirements:

- The activity/event must support NMSU-A's Strategic Plan.
- These funds are intended to supplement division and department funds. Applicants must first request funding from division or department. On the first annual request, applicant must use all division and area funds available to the individual and then will receive the balance from the Professional Development Sub-Committee. Additional annual requests will be funded at 50% by the Sub-Committee.
- In the event of limited funding, priority will be given to an applicant who has not previously received funding.
- Note: Any approved request that is less than \$100 will be fully funded by the Sub-Committee. Such a request requires that the applicant use PD Form 2.
- Each constituency group (Regular Faculty; Part-time temporary Faculty; Regular and Part-time Exempt Staff; and Regular and Part-time Non-Exempt Staff) should have at least one professional development event funded.
- All annually budgeted funds will be divided equally between faculty and staff and will be further be divided by term (Fall semester: July 1-December 15/Spring semester: January 15-June 15).
- In the event that a member of the Professional Development Sub-Committee is requesting funds for an event, that member will recuse herself/himself from deliberations and voting on that request.

Funding:

- Funding may be for all or part of the expenses to include:
 - Travel/Rental Car
 - Attendance and Registration Fees
 - Lodging
 - Misc. Expenses (per regulations)
 - University Classes

Guidelines:

If an employee is receiving professional development funds from the sub-committee, he/she has an obligation to:

- Present or return information to the campus by the end of the semester.
- Report to the Sub-Committee, through his/her supervisor, the intended plan to share this information. The plan could include:
 - Campus workshop
 - Presentation
 - Written report

- Personal conversations, or other means of communication, with those who could profit by the information
- Note: Supervisor must verify approved applicant's successful sharing of acquired knowledge with the campus.

Documents/Information needed:

Application must be submitted to the Professional Development Sub-Committee. After it is reviewed, the approved application must be forwarded to the Business Office.

Application packet must be accompanied by:

- Explanation of the event and your participation (presenting, attending, etc.)
- Division or Department monetary contribution
- Completed Supervisor's Approval Form
- Department Index Number
- Personal contribution

Assessment

The Sub-Committee will provide an assessment report to the Chair of the Teaching and Learning Committee which will be included in the annual report to the NMSU-A President.

Assessments described in the report may include:

- Numbers of people served
- Types and numbers of events funded
- Monies spent
- Relation to Strategic Plan
- Effectiveness of process in achieving Committee purpose, i.e. ease of application, removal of institutional and personal barriers to potential applicants, and successful sharing of acquired knowledge to campus.