

## Staff Development Committee Guidelines

1. Purpose: This committee allocates staff development funds to faculty members and classified staff to encourage their participation in conferences, workshops and other educational and training activities.
2. Committee Membership: The membership includes one administrator and three members representing faculty (two members) and classified staff (one member). The administrator is appointed by the President; the faculty members, by the Academic Senate; the classified staff member, by the MPCEA. Faculty members and classified staff serve three year terms. Terms are staggered so that one member's term ends every year. Members may be reappointed at the end of their term.
3. Applicants: Applicants must be full-time faculty members at MPC, part-time faculty members at MPC, or members of the MPC classified staff. Applicants may apply for funding to support their own participation in an educational activity or to support an educational activity sponsored by MPC or an MPC group (e.g. a conference held at MPC). No individual will be funded more than once in an academic year.
4. Funding areas:
  - i. improvement of teaching
  - ii. maintenance of currency in academic and technical knowledge
  - iii. retraining to meet changing institutional needs
  - iv. development of innovations in instructional and administrative techniques and program effectiveness
  - v. programs to develop technological skill proficiency (e.g. the use of new software)

For any funding round the committee may specify a priority to reflect evolving campus needs.

5. Procedure
  - a. Applications will be solicited twice a year, once in the fall semester and once in the spring semester
  - b. The solicitation for applications will include the maximum award for that academic year. The committee will determine the maximum award by considering the total amount of funding and the necessity of providing equity to fall and spring applicants. Thus, the maximum award may vary. All awards for an academic year are contingent on that year's budget.
  - c. Should the available funding be \$4000 or less in any academic year, the committee may decide not to solicit applications and to fund an educational or training event for the campus community. In this

eventuality, the committee will work with campus constituencies to develop a program of broad interest.

- d. Applications due in the fall semester are for educational and training activities scheduled from January 1 to June 30. Applications due in the spring semester are for educational and training activities scheduled from July 1 to December 31. Retrospective applications (i.e. for activities already concluded) will not be accepted.
  - i. The 2008-09 academic year begins this cycle. Because no solicitation was made in Spring 2008 for the period from July 1, 2008 to December 31, 2008, the Staff Development Committee will solicit applications for that period on October 10, 2008, with a due date of October 24. Retrospective applications (i.e. applications for activities already concluded) will be accepted for this solicitation only and will receive the same consideration as prospective applications.
- e. All semester applications will be reviewed simultaneously. Should the dollar amount requested exceed the total funding available, the committee will either rank the applications based on the value of the activity for the applicant's development and the likely impact on the campus community or decide to fund awards at less than the requested amount or both.