



# ACCREDITATION EVIDENCE

**Title:** Enhanced Professional Development: General Administrative Regulation

**Evidence Type:** Clear

**Date:**

**WAN:** 22-0274

**Classification:** Resource

**PII:** No

**Redacted:** No



**WESTERN WYOMING COMMUNITY COLLEGE  
GENERAL ADMINISTRATIVE REGULATION**

**Enhanced Professional Development**

Funds will be allocated to nine groups. As per this Procedure, each group will be allocated funds according to the size of the group using \$150 as the multiplier. These are the 10 groups:

- Humanities
- Social Sciences
- Science/Math
- Business/OIS
- Technology & Industry
- Health Sciences
- Professionals/Administrative
  - Student Learning
  - Student Support Services
  - Administrative Services

**Enhanced Professional Development Procedure**

The purpose of the Enhanced Professional Development Funds is to provide opportunities for full-time contract employees to enhance their normal professional development resources to attend conferences, workshops or courses that are more costly than the regular professional development stipend of \$500 allows. Decisions, therefore, about who will receive funding must be made on the merit of applications that cannot be solely funded with the present professional development funds. Furthermore, the opportunity for these funds should be rotated among the members of the group, and the money available in any one year cannot be divided equally among members of the group.

To ensure that Enhanced Professional Development funding is equitable, it will be allocated to nine groups in proportion to the size of the group, using \$150 per person as the multiplier. Thus, a group of 6 would have an additional \$900 available; a group of 12 would have \$1800. The following are not eligible: Vice Presidents; Associate Vice Presidents; Employees paid from grant monies or from auxiliary enterprises that do not receive support from the unrestricted operating fund; and Employees granted an Academic Leave during that academic year.

**Criteria**

Recipients of Enhanced Professional Development Funds will be chosen by each instructional division or group of professionals based upon two criteria:

1. The conference, workshop, or course must be directly applicable to his/her job and
2. The regular professional development stipend of \$500 is not adequate to cover the expenses.

Additional preference may be given if the applicant has had a paper accepted for presentation at the conference or, if the applicant serves as an officer or board member of the organization sponsoring the conference.

### **Procedure to Apply for Enhanced Funds**

- Applicants must complete the Application Form and attach documents describing the conference, workshop, course or other professional development endeavor (for example: brochure, program schedule, or syllabus).
- Full-time contract employees must submit applications to their Senate representatives. Senate representative will be responsible for calling a meeting of the division or group he/she represents. Groups should meet sometime in the Fall, and can have more than one meeting. Last day for groups to encumber these funds is March 1.
- Groups or divisions will decide which applicant(s) are awarded funding. Divisions or groups may allocate all funds at the fall meeting or designate a second spring decision date. Approved applicants must attach their approved Application Form to the Absence from Campus form.
- Applications must show that \$500 will be applied to the endeavor. Typically, the \$500 would come from the regular professional development stipend; however, the individual can also use personal funds or other non-College sources. Finally, the application must clearly indicate that the \$500 needs to be “enhanced” in order for the applicant to attend.
- The opportunity to receive this enhanced funding should be rotated; thus, the same person cannot apply for Enhanced Professional Development Funds in consecutive years, and records regarding who was allocated funds each year must be kept. However, each application must meet the criteria and have merit.

### **Unallocated Individual and Enhanced Professional Development Funds**

Individual and Enhanced Professional Development Funds not spent or encumbered by April 2 will be pooled and made available again to applicants. Applications for this pool are due April 15th. By May 2nd the Senate will review the applications and award the remaining funds based on the criteria listed above.

### **Timelines**

**Individual Professional Development Funds:** Until March 1, individuals can choose how they wish to use their individual funds.

**Enhanced Professional Development Funds:** Before March 1, divisions should decide how they wish to allocate the enhanced funds within their division.

March 1 = deadline for spending or encumbering INDIVIDUAL and ENHANCED professional development funds.

March 2 – April 1 = DIVISIONS decide how to allocate any unspent funds in both INDIVIDUAL and ENHANCED professional development funds from within their division.

April 2 – May 1 = all unspent or unencumbered professional development funds – individual or enhanced – will be combined and sent to the Senate for allocation.

May 2 = ALL funds are encumbered.

**Super Enhanced Professional Development Funds  
Procedure and Application**

*Procedure: Each April 2nd, the WWCC Senate receives an unspecified amount of money resulting from unspent enhanced professional development funds. The deadline to apply for these Super Enhanced Professional Development Funds is April 15th. All full-time faculty and professionals are eligible. The Senate has NO established criteria by which funds are awarded other than the goal of making sure all professional development monies are spent. The only stipulation is this: Individuals who did not receive these monies the previous year are given priority consideration. If enough monies are available, then individuals applying for a second consecutive year will be considered.*

**Please complete all items below and submit this application to your Division's Senator by April 15. If selected, be prepared to submit all requisitions by May 1 so costs are encumbered.**

Name: \_\_\_\_\_

Have you received these Super Enhanced Funds in the past?    \_\_\_yes        \_\_\_no

If yes, when did you receive them? \_\_\_\_\_

Briefly describe the professional development activity for which you are applying:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Itemize your expenses:

Registration: \_\_\_\_\_    Travel: \_\_\_\_\_    Lodging: \_\_\_\_\_    Meals: \_\_\_\_\_

Other (please also describe) \_\_\_\_\_

\_\_\_\_\_

Total Costs: \_\_\_\_\_

Amount provided by other sources: \_\_\_\_\_

*Amount requested:* \_\_\_\_\_

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

Date: \_\_\_\_\_

Senate Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Approved by Senate: \_\_\_\_\_

Date: \_\_\_\_\_

Approved:                      Executive Council: November 18, 1997

Approved:                      Executive Council: October 16, 2001  
(Super Enhanced Addition)

Revised Effective:          Executive Council: November 11, 2008