

Professional Development Guiding Principles

1. Professional Development increases individual and organizational capacity for the college to meet the challenges of the future.
2. Professional Development college initiatives supports individual professional and/or career development plans.
3. Professional Development funding purposes are to:
 - Advance individual and organizational capabilities in order that OCCC continue to be successful
 - Provide opportunity for all employees to be current and successful in their jobs
 - Provide opportunity for all employees for professional and career growth
 - Build a broad sense of community based on shared vision, experience, and training
4. Professional Development is consistent with the mission, goals, and values of the college as a learning organization and is supported by a variety of incentives.
5. Professional Development supports access to learning opportunities and resources for all employee groups.
6. Professional Development is a joint venture between the college and the individual; both have a responsibility for contributing time and resources to its success. Funding may fluctuate from year to year, depending on opportunities, needs, and funds.
7. Professional Development funding for employee-initiated professional and career development, such as work-related conference/workshop and related travel for professional and career development, will be linked with an individual's approved professional development plan.

The following employee groups are eligible to apply:

- Full-time faculty
- Part-time faculty

OCCC employees may request conference/workshop funds for one of the following every two years:

- up to \$600 for a single conference/workshop that requires overnight stay
- up to \$300 for a single local conference/workshop that does not require an overnight stay

We realize that this amount may not be sufficient to cover the whole cost of attendance. Please work with your Dean/Supervisor to explore other opportunities for funding.

Awards are dependent upon monies available and number of eligible applicants.

OCCC has limited funds to support conference/workshop attendance. As such, priority will be given to conference or workshop applications that:

1. Support your primary function/role at the college.
2. Support your committee participation at the college.
3. Present at the conference/workshop to support either your main role or committee participation.

Additionally, each application will be evaluated based on the following criteria:

- Description of how the conference topics relate to your position/field.
- Description of how attending the conference will enhance your job performance or improve upon your current job skills.
- Description of how you will share the information and knowledge gained from the conference with your team and/or department

Application process and timelines

Applicants should apply at least six weeks and no more than six months in advance of the conference or workshop they would like to attend. Additionally, applicants should work to register within an early bird or reduced cost time frame.

Application Deadlines:

Application Due	Decision date and notification
Last Friday in September	No later than the second Friday in October
Last Friday in January	No later than the second Friday in February
Last Friday in May	No later than the second Friday in June

These deadlines are in place to ensure that employees obtain the best price possible on airfare and/or auto rental and conference registration fees. The college expects all employees to do their best to obtain competitive, reasonable rates for airfare.

IMPORTANT: Applicants should have their applications approved and signed by their supervisor before turning them in. The evaluation committee will then apply the professional development rubric to review and rank applications. Highest scoring applications will be sent to the chief academic officer for final approval.

Applicant Information

Applicants Name:

Email Address:

Department/Unit:

Supervisor Name:

Employee classification:

- Full-time Faculty
- Part-time Faculty

Conference/Workshop Information

Name or Title of Conference/Workshop:

Provide link to conference website:

Have you received professional development funding in the last 12 months?

- Yes
- No

If yes, what was the amount received?

Your Role at the Conference/Workshop

- Participant
- Presenter

Is this conference/workshop related to your primary job at OCCC?

- Yes, the topic/discipline/field of this conference relates to my primary job at OCCC
- No, but this conference relates to a secondary role I have at OCCC (ex: committee work)
- No, I want to attend this conference to explore an interest outside of my current work at OCCC

1.) Will the professional development aid in student success, defined here as cross-departmental educational training that provides all students with meaningful pathways through college? Strong candidates should be able to show how the conference will enhance classroom mode of presentation and interaction, regardless of instructor's field of discipline.

2.) How will the professional development support the candidate's teaching and departmental consistency at OCCC? Candidate should be able to show how training will have direct effects on subject-specific pedagogy.

3.) Are there technological advancements the professional development will provide? Points will be given to candidates who can show how the professional development will specifically enhance the instructor's use of technology in the classroom.

4.) In what ways will the professional development enhance the candidate's committee functions at the College?

5.) Will this professional development opportunity increase the visibility and reputation of OCCC? Whether networking or giving a keynote speech, candidates should explain how this professional development experience will improve OCCC's reputation either locally or within the larger higher educational community.

Total cost of conference attendance:

Attendance dates:	
Conference location:	
Registration fees	
Estimated amount Lodging	
Estimated amount Transportation	
Estimated amount Other estimated expenses (please itemize)	
Total Cost Amount of OCCC funds requested: (not to exceed \$600)	

Who will cover the remainder of the cost once OCCC has contributed funding?

Please list all contributors.

How will you share the knowledge gained from this conference with your team and/or department?

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Department Meeting | <input type="checkbox"/> Workshop |
| <input type="checkbox"/> In- Service | <input type="checkbox"/> Other |
| <input type="checkbox"/> Written Report | |

Does this conference require over-night travel?

- Yes
 No

Once your conference/workshop funding request is approved, you must submit a completed Travel Authorization Form (TAF) to Financial Services no fewer than 5 weeks before your departure date.

You will receive further information with your approval letter.

Please note: TAF's submitted fewer than five weeks before your departure date and / or TAF's submitted without required documentation, will not be accepted.

Supervisor signature:

Employee signature:
