Professional Development Committee Guidelines

The goal of PDC is to help allocate resources to equitably fund professional development.

Contents

Part 1: Types of Awards

The PDC provides **tenured** or **tenure-track** faculty funding for:

- **Conferences or Workshops** awards are subdivided into **attendee** or **participant** awards. Proposals will be considered at all five rounds of funding from September to March.
    - **Attendee** involves choosing to attend a conference/workshop to gain new knowledge or skills. Currently, 50% of a $2,000 cap (i.e., $1,000) may be awarded per conference.
    - **Participant** involves the sharing of original work that was selected through a peer review process or significant leadership roles. This can include responding to an invitation to present a paper; present an original piece of art; lead/serve on a panel; and/or serve as an elected officer. Currently, 90% of a $2,000 cap (i.e., $1,800) may be awarded per conference.
    - Typically, session moderator roles are not supported as "Participation."
- **Sabbatical funding** awards are given to support activity during a sabbatical.   Proposals will be considered in December (Round 3) and March (Round 5) for approved sabbaticals in the upcoming academic year. A maximum of $2,000 may be awarded per sabbatical.
- **Scholarship or Curriculum** awards are given to support tangible scholarship proposals or projects directly related to courses. Proposals will be considered in March (Round 5). All Scholarship and Curriculum requests are submitted via the PDC website. The PDC evaluates the merits of these proposals and submits their comments to the Provost. The Provost then reviews the proposals along with the PDC's comments, and makes the final decision on funding.   At the current time, 90% of a $2,000 cap (i.e., $1,800) may be awarded per project.

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- **Nyce Faculty Development Funds -** Funds available to enhance understanding and teaching abilities with reference to Latin America through travel and study of social, economic, political, cultural, and/or religious heritage of the region and the current realities of life for the people of the Latin American countries.
    - o This money may be purposed for any of the areas above. Currently, 90% of a $2,000 cap (i.e., $1,800) may be awarded per event.

Non-Tenure track faculty should request funding via the Provost's office.

Type of Award	Purpose	Maximum Funding	Proposal Rounds
Conferences and Workshops	Attendee	$1000, 50% of $2000 cap	All five rounds
	Participant	$1800, 90% of $2000 cap	
Sabbatical	Support activity during sabbatical	$2000	Round 3 (Dec.) or Round 5 (March)
Scholarship or Curriculum	Tangible scholarship proposals or course projects	$1800, 90% of $2000 cap	Round 5 (March)
Nyce funds	Latin American studies	$1800, 90% of $2000 cap	All five rounds

Due to budgetary constraints, proposals are not guaranteed to be fully funded

Part 2: Award Process

Five Funding Rounds in an Academic Year:
You may find the PDC schedule and due dates in the following locations:

- the Professional Development P:drive account;
- the PDC on-line funding program accessible via the Arch;
- posted in the Announcements two weeks prior to the funding deadlines.

Process
- Proposals must be submitted by the end of the day (11:59 p.m.) of the appropriate round's deadline.
- Proposals require an endorsement by the department chair. If the department chair is applying for funds, the proposal must have the endorsement from another member in the department.
- Faculty members will receive two emails after submitting a proposal: the first, confirming that their proposal has been received by the PDC, and the second confirming that their department chair has submitted an endorsement.
- The "Budget Estimate" should be as accurate as possible.

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- Proposals submitted early for conferences occurring in future rounds will not be considered until the appropriate round.
- Faculty members will be notified of the amount of their award via email approximately two weeks after the round's deadline.
- Money not spent will remain in the PDC fund for future proposals
- Second request proposals will be considered only if there are funds available. (Not currently available.)

Process for Submitting a Proposal:

Please follow these steps to submit a proposal

- Go to the Arch (https://www.juniata.edu/services/arch/)
- Hover over *Employees* and select *Faculty Academics*
- Go to the link entitled *PDC Requests*
- Click *My Proposals* and then *Apply for PDC Funding*
- Select the Round you are applying for and follow the step-by-step instructions in filling out information. All required areas of the proposal form must be complete for consideration.   More information is given in further section about filling out the proposal form.
  - Please use the calendar feature for conference dates, do not enter manually.
  - The faculty *History of Awards* file can be found on the same website under *PDC Information.*

Part 3: Proposal Guidelines

The following guidelines apply to specific types of funding.

Sabbatical Awards

As stated in the faculty manual, any changes in sabbatical activities must be approved by the Provost's office. If changes occur to your sabbatical activities (e.g., new opportunities arise) and you have not received the full allotment of funds (max $2,000), you may submit a new request for funding to PDC. Requests must be submitted by May 1st of the sabbatical year.

Scholarship or Curriculum

Funds are available to support the development of a new course or to substantially revise an existing one. Funds can also be used to support scholarly inquiry. A budget needs to be provided stipulating how the funds will be spent. Stipends are not funded, but materials (texts, software) related to course development or gathering data related to scholarship or associated professional development (visits to archives, attendance at a pertinent conference) may be considered. A proposal should clearly indicate the goals and likely outcomes of such a project. If the Provost approves the request, the PDC will distribute the funds and receive the reconciliation documentation.

Part 4: Spending Guidelines

Spending Caps

- **Lodging** funded by PDC is capped at $175.00/night. Lodging includes all fees associated with a hotel stay, including taxes, hotel parking, internet access, etc.
- **Meals** are capped at $35.00/day, per College policy.

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General Spending and Travel Information

- **Your P-card should be used to cover all of your expenses.** Cash should not be used unless absolutely necessary. Personal credit card expenses will not be reimbursed.
- Travel to and from a **local** airport is **not** covered.
- If assistance is needed for travel plans, please contact Kish Travel (814) 643-1750
- Complete and submit a Travel Voucher form for mileage reimbursement to Renee Lucas. Forms may be found at http://www.juniata.edu/services/accounting/travelexpense.xls

Part 5: Reporting Guidelines

All reporting is done to the **PDC Administrator:** Renee Lucas, BAC C206, lucasr@juniata.edu, x3122.

Within **two weeks** of returning from any PDC supported event, faculty are required to:

1) Go into the on-line PDC site and complete the **Post-Activity Report** under *My Proposals* (the electronic template is also attached to their award email).

2) Fill out the **PDC Reconciliation form** that was attached to the award email.

3) Submit the **Reconciliation form** to the PDC Administrator via email.

4) Give the original P-card receipts to the Educational Assistant, clearly indicating which receipts are to be charged to PDC. Faculty assistants will not allocate charges to the PDC account until they have confirmation from the PDC Administrator that all follow-up documentation (receipts, report, reconciliation) has been submitted by the deadline. Original CASH receipts that were paid during the conference should be submitted to the PDC Administrator.

- **If a faculty member fails to submit the Post-Activity Report and the Reconciliation Form by the two-week deadline, charges will not be allocated to PDC, and will instead be allocated to the home department of the faculty member.**

5) The Educational Assistants will scan the PDC receipts and send them to the PDC Administrator along with the PNC monthly transaction sheet to show the expenses were charged to the right account.

Failure to submit these items will result in ineligibility for future PDC support.

Post-Activity Reports

In general, the Post-Activity Report is a short recap of your experience at the workshop or conference. Proof of participation (e.g., link to program brochure or copy of acceptance of proposal) must be included in the report.

For those receiving Sabbatical Funding, the Sabbatical Report required for the Board of Trustees should be uploaded to the PDC website rather than creating a second report.

Reconciliation Form

You will receive a personalized PDC Reconciliation Form as an attachment to an email notifying you of your award. Any questions about completing the PDC Reconciliation Form should be directed to the PDC Administrator.

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The PDC is somewhat flexible with your spending. How you spend your allotment on your conference is ultimately up to your discretion, providing that your expenses were listed on your proposal and were part of your award.

Expenses exceeding the amount awarded will become the responsibility of the grantee.   Another funding source must be found or the recipient must personally reimburse the college for any additional expenses incurred. The Provost will no longer be covering any overages that occur.