



Operating Protocol & Procedure

Details:

Number: 275

Title: Professional Development Request

Category: Employees

Office of Primary Responsibility: Human Resources

Approval Date: 8/31/15

Effective Date: 8/31/15

Revised: 12/9/24

Reviewed: December 2024

Purpose

To establish the process of requesting professional development, prioritizing the requests, and ensuring that professional development is aligned with PCC's strategic imperatives while increasing organizational effectiveness.

Applicability

All regular faculty, APT, and Classified employees, and instructors under current contract.

Definitions

None

References

State Board Policy 3-65, Employee Professional Development & Sabbatical Leave
(<https://cccs.edu/policies-and-procedures/board-policies/bp-3-65-professional-development/>)

Attachments

- A – Faculty Program-Specific Professional Development Application Process
- B – Evaluation Rubric for Faculty Program-Specific Professional Development Application

Operating Protocol

Pueblo Community College will support employee professional development in furtherance of the college's mission.

Employees are encouraged to pursue professional development, which will meet their desired career growth and development, while making the employee more competitive for opportunities within the institution and/or more effective in their current position.

Procedure

Faculty and Teaching APT

CTE faculty must use Perkins Grant funding first and use PCC professional development funding only for expenses not covered under the Perkins Grant.

Faculty professional development application processes are found in Attachments A & B.

Instructors under current contract may be compensated for attending professional development opportunities conducted on campus only. Travel to conferences and similar events is not authorized. Stipend requests for instructors are limited to teacher development opportunities initiated by faculty colleagues.

APT and Classified Employees

APT and Classified staff submit a request for professional development via their leadership chain to their approving Vice President; a request involving out-of-state travel must be approved by the President.

Submit documentation via supervisor to Accounts Payable for reimbursement of appropriate expenses.

ATTACHMENT A
Faculty Program-Specific Professional Development Application Process

Faculty are encouraged to look for upcoming program-specific professional development opportunities and submit applications to their supervisors.

1. Faculty complete and submit applications (and travel requests, if applicable) to Chairs/Coordinators 45 days* prior to event/activity.
**Faculty planning to travel out of state should submit application materials at least 90 days prior to the event/activity.*
2. The applicant's Chair/Coordinator evaluates the application using the Rubric**, signs off, and forwards it to Divisional Dean.
3. Dean evaluates the application using the Rubric**, sign offs, and forwards application to the VPAS.
4. The VPAS evaluates the application using the Rubric**, verifies funding availability with the VPAF, signs off, and sends to the President for final approval if travel is out of state.
5. The Office of the President reviews the application materials*, signs off, notifies those applicants who have been approved, and forwards any travel requests to Fiscal Operations for processing.
 - ** Any supervisor who determines an application does not meet the criteria on the rubric will send the application back to the applicant with feedback and guidance so they have time to resubmit, if possible.
6. An applicant who receives a notice of final approval from the College President pays for all travel, lodging, and registration costs and submit requests for reimbursement upon their return.
7. The Divisional Dean fulfills reimbursement requests and submits budget transfers to the VPAF.
8. Applicant submits summaries or develops workshops, podcasts, etc. to the Teaching Excellence Academy to share new insights with other faculty, instructors,*** and/or staff.
 - ***Applicants are strongly encouraged to complete the "Part-time Instructor Stipend Request" section of the application so that part-time instructors who would benefit from the newly learned information can be paid stipends for attending follow-up workshop/opportunities.

ATTACHMENT B

Evaluation Rubric for Faculty Program-Specific Professional Development Application

	3	2	1
Contribution to Quality Student Learning Experiences	The professional development event/activity is clearly tied to the applicant's program or content area and improvements to the student experience	The professional development event/activity is tied to the applicant's program area, but it is not clear how it will improve the student learning experience	The professional development event/activity is not tied to the applicant's program area
Contribution to PCC's current Strategic Plan	The application shows a clear connection to one or more Criterion/Strategy of the current Strategic Plan	The application references the Strategic Plan but does not specify at least one Criterion/Strategy	The application does not reference a specific contribution to PCC's current Strategic Plan
Impact	The application offers a plan to share the professional development outcomes/highlights with specific faculty, instructors, and/or staff-- or as a workshop or podcast	The application offers the applicant's commitment to share the professional development outcomes and highlights as a summary	The application does not demonstrate a commitment to share outcomes with other employees
Budget	The application details the overall cost of the professional development activity/event	The application provides an overall estimate of the cost of the professional development activity/event	The application does not provide information about the cost of the activity/event
Timeline	The application and other relevant documents (such as a travel request, when appropriate) have been approved by the division/campus dean or supervisor and submitted to the VPAS 45-90 days prior to the scheduled event/activity	The application and other relevant documents (such as a travel request, when appropriate) have been submitted to the division/campus dean or supervisor at least 30 days prior to the scheduled event/activity	The application and other relevant documents were not submitted within 30 days of the scheduled event/activity

Total Score _____

