

Pitt Community College
Professional Development Guidelines

Section 1. Introduction

The purpose of Pitt Community College's professional development structure is to support the mission of the college through planning and implementing workshops, seminars, and educational opportunities for college employees. Emphasis is placed on encouraging college employees to develop their professional and personal skills and attributes to achieve excellence in their job performance.

Employees are expected to take the initiative in promoting their own growth by identifying and participating in professional development activities that will meet their needs and enhance their performance, as documented by annual evaluations. A suggested method to provide evidence of professional development is maintaining a professional development portfolio. Employees are also expected to participate in and contribute to meeting Pitt Community College goals.

Section 2. Definition

Professional development is a planned program of activities and events that provides for and contributes to the personal and professional improvement of Pitt Community College employees. Professional development is a total institutional effort that provides opportunities for all personnel in all job categories. The major responsibility for personal and professional growth resides with each individual employee. The institution's primary role in professional development is to provide the conditions under which employees are able to pursue professional development.

Faculty members teaching with nine-or ten-month contracts may participate in professional development activities during the two or three month period when not under contract. The expenses incurred for registration, transportation, and subsistence may be paid, funds permitting, from professional development funds. For further information regarding professional development fund sources, please refer to Section 8.

Section 3. Organizational Structure

The major responsibility for implementing PCC's professional development program resides with the Professional Development Committee. This committee advises the president and the institution on professional development needs and issues. It is expected that college personnel communicate with and advise professional development committee members concerning the effects of the professional development activities on their respective institutional divisions.

The purpose of the Professional Development Committee is to provide leadership in assisting college personnel to fulfill their annual professional development needs. This purpose is accomplished by:

- Recommending professional development opportunities;
- Recommending how internally managed professional development activities are designed, delivered, and evaluated; and
- Working with the Director of Institutional Effectiveness to ensure appropriate professional development activities are identified and available for all employees;

The membership of the Professional Development Committee will include the following individuals:

- A. Permanent Members
 1. Director, Institutional Effectiveness (Chair)
 2. Vice President, Academic Affairs
 3. Director, Human Resources
 4. Faculty Senate President
 5. Association of Education Office Personnel (AEOP) Chair
- B. Faculty Members (Three named by PCC Vice President, Academic Affairs)
 1. Faculty member
 2. Faculty member
 3. Faculty member
- C. Staff Members (named by appropriate PCC Vice President)
 1. Student Development Services
 2. Economic and Community Development

Term Guidelines for Professional Development Committee members:

- The term of service on the Professional Development Committee is two years.
- Odd number years, two faculty members will rotate off the committee and be replaced by two faculty members named by the Vice President, Academic Affairs. One staff member will rotate off and be replaced by a staff member by their respective vice president.
- Even numbered years, one staff member will rotate off and be replaced by a staff member named by the respective vice president. One faculty member will rotate off and be replaced by a faculty member named by the Vice President, Academic Affairs.
- A one-year term of service is necessitated for the Faculty Senate President and the Chair of the AEOP due to the service restriction of each respective position. Newly elected or appointed chairs from these two entities will become members of the PCC Professional Development Committee.

Section 4. Coordinator of Professional Development

The Director of Institutional Effectiveness will serve as the Coordinator of Professional Development for the College. The Coordinator works with the Professional Development Committee to oversee the total employee development program. The Coordinator will manage the following two areas: 1) chair the Professional Development Committee, and 2) oversee the professional development budgetary process.

Section 5. Identifying Professional Development Needs

At the time of the performance evaluation, individual professional development needs will be assessed and discussed. One outcome from the performance evaluation is the creation of a list of needs pertaining to the individual. These topics will be added to a general pool of needs obtained from other individual performance evaluations. Each major division leader will maintain the general pool of identified needs. At the discretion of each division leader, the general pool will be forwarded to the Coordinator of Professional Development for the purpose of professional development activity planning.

Section 6. Professional Development Planning

The performance evaluation encompasses the employee's responsibility to his/her position. During the evaluation, the employee and supervisor will identify professional development activities. During the year, employees may update or change their professional development plans. Professional development activities should be related to:

- Employee's job description
- Division/unit goals
- Professional upgrading and certification
- Department goals
- College goals
- Community service

All employees are ultimately responsible for their own continued professional development in accordance with the college's mission and goals. As referenced earlier in Section 1, professional development activities are best demonstrated by maintaining a development portfolio. The contents should include a listing of professional development needs, a current development plan, materials pertinent to participation in professional development activities, and other documentation that reinforces the individual commitment to development. The portfolio should be maintained by the supervisor. This documentation buttresses the evaluation process outlined in PCC's System for Improving Employee Performance (PERT System).

Section 7. Professional Development Areas

The following list suggests activities the professional development committee envisions developing. It is not an all-inclusive list.

- Present at approved workshops, seminars, conferences
- Approved college/university courses*
- Attend professional presentations/programs at the local, state, or national levels
- Publication of books, articles, and papers related to work area
- Submission of grant proposals
- Service in professional associations and organizations at local, state, or national levels
- Appointed or elected college committees
- Providing programs or workshops for faculty, staff or students
- Presenting workshops/programs to civic organizations or groups
- Community development activities
- Performing arts performances

* Refer to Section 8 for specific details

Section 8. Funding for Professional Development Activities:

Pitt Community College’s professional development program focuses on the individual employee and permits individuals to assess their own needs and to design plans to meet those needs. If an event is approved and has a direct benefit to the college and employee, the college will cover the cost within the rules and regulations of the applicable fund source. The sources listed below support appropriate professional development activities as funds permit.

Account Name	Target Population
Non-Executive Development	Faculty and Staff
Return-To-Industry	Faculty and Staff
Perkins	Faculty Staff eligibility restricted to those who provide vocational and technical education instruction and services.
PCC Unrestricted Staff Development	Faculty and Staff
Departmental*	Faculty and Staff in College departments
PCC Foundation Mini Grants*	Faculty and Staff

* Departmental and PCC foundation budgets are not managed by the Coordinator for Professional Development.

Allocation of funds is dependent upon availability and appropriate administrative approval. Individual memberships to professional organizations cannot be paid with professional development funds.

Professional development funds, if available, may be used by faculty and staff for tuition expenses in degree programs at regionally accredited institutions in limited situations. The intent and focus of paying tuition expenses from development funds is to strengthen the ability to effectively fulfill job responsibilities of the current position. Professional development funds will not be used to pay tuition for individuals pursuing degrees beyond that required for their current position.

Priority Procedures Used In Allocating Funds For Tuition

1. to fulfill a written agreement at the time of employment;
2. to bring employees into compliance with requirements of external accrediting agencies, such as SACS, at the request of the College;
3. to upgrade employees for expanded job roles;
4. to attend special schools which provide certification or licensure, at the request of the College; and
5. to satisfy other situations deemed appropriate by the President or designee.

Section 9. Application Procedure & Reimbursement:

The following steps outline the application and reimbursement procedures for utilizing staff development funds:

1. Employee completes the petition to travel form; gains approval for participating in the development activity from appropriate leaders; collaborates with his/her supervisor to determine the proper funding source (Non-Executive Development account, federal Perkins Grant, PCC unrestricted funds, or department/unit travel funds). The petition should include:
 - Travel, lodging, subsistence, and registration funds requested
 - Information (such as program brochures or other descriptive items) that the activity meets professional development goals

Note: If federal Perkins funds are requested, provide documentation that the activity meets Perkins guidelines. Perkins guidelines are available from the Chief Curriculum Officer, the Director for Institutional Effectiveness, and division deans

 - All travel for professional development must be carried out within prevailing state travel regulations, including limits on per diem, registration, and other allowable costs
 - Requests for any staff development activity which involve out-of-state travel must comply with submission of proper forms
2. Please refer to the Employee Development Request Model for details on the submission process if Non-Executive Development, Perkins, or PCC Unrestricted Staff Development Funds (The model is available from the Coordinator for Professional Development)
3. Employee attends course/activity

Reimbursement for travel expenses will be made upon submission of regular institutional travel forms to the business office. Requests for reimbursement from all funds should be made in a timely manner upon return from the activities.

Section 10. Free Tuition

Please refer to Article #7, Section #10 for the Free Tuition guidelines.

Section 11. Other Educational or Professional Development Opportunities

Other appropriate professional development or educational class opportunities that arise outside the North Carolina Community College System should be arranged by the employee and approved by the supervisor. Educational opportunities that arise outside the system are not governed by the *North Carolina Administrative Code* illustrated in Article #7, Section #10. This time is not counted as work time in computing the compensatory time for non-exempt employees.