

2019-2020 Faculty Development Council Policy

(Revised 5/9/18)

1. Mission Statement

- a. To enhance the professional talents, skills and competency of its faculty, including all levels of full-time faculty, both instructional and non-instructional.
- b. To facilitate professional enrichment.
- c. To improve the quality and service level provided by faculty to students at Kapi'olani Community College.

2. Faculty Development Programs

- a. Individual Professional Enrichment Activities: attendance at workshops, conferences, training sessions, meetings, and select certification programs and/or certification exams by individual faculty (registration or exam fees).
- b. On-campus professional enrichment activities (workshops, speakers, etc.)

3. Priorities for Individual Travel and/or Training Requests

- a. Priority 1: Applicant has never received funding from the Faculty Development Council (FDC). Instructional or non-instructional faculty applicant is tenured, tenure-track, or temporary, or is a lecturer or casual hire who has taught at least 20 credits at KCC (including the credits being taught in the semester in which the application is submitted), and/or has been employed for at least 4 semesters at KCC (summer counts as a single semester). Lecturer or casual hire applicants will be required to obtain additional approvals from the Chancellor (see note (f) below).
- b. Priority 2: Applicant has not received funding from the FDC in the current academic year, nor in the previous academic year. OR applicant has received no more than \$300 in the previous academic year; in this case, the cap for the application under consideration will be reduced by the amount previously awarded. Applicant has never received funding from the Faculty Development Council (FDC). Instructional or non-instructional faculty applicant is tenured, tenure-track, or temporary, or is a lecturer or casual hire who has taught at least 20 credits at KCC (including the credits being taught in the semester in which the application is submitted), and/or has been employed for at least 4 semesters at KCC (summer counts as a single semester). Lecturer or casual hire applicants will be required to obtain additional approvals from the Chancellor (see note (f) below). If the applicant is presenting at the event, conference, seminar, or workshop, the priority status will increase to Priority 1.
- c. Priority 3: Applicant has not received funding from the FDC in the current academic year. OR applicant has received no more than \$300 in the current academic year; in this case, the cap for the application under consideration will be reduced by the amount previously awarded. Applicant has never received funding from the Faculty Development Council (FDC). Instructional or non-instructional faculty applicant is tenured, tenure-track, or temporary, or is a lecturer or casual hire who has taught at least 20 credits at KCC (including the credits being taught in the semester in which the application is submitted), and/or has been employed for at least 4 semesters at KCC (summer counts as a single semester). Lecturer or casual hire applicants will be required to obtain additional approvals from the Chancellor (see note (f) below). If the applicant is presenting at the event, conference, seminar, or workshop, the priority status will increase to Priority 2.
- d. Priority 4: All other applicants. If the applicant is presenting at the event, conference, seminar, or workshop, the priority status will increase to Priority 3.
- e. Note 1: In the case of an unusually high number of applications and the usual limitation of funding, it is unlikely that applicants of Priority 3 or 4 will receive any funding.
- f. Note 2: Funding requests by individuals who are not appointed by the UH Board of Regents (for example lecturer or casual hire positions) must be justified and are granted only under special circumstances.
- g. Note 3: Funding for the Hawai'i Great Teachers Seminar will not affect the applicant's priority standing for regular FDC funding.

4. Priorities for requests regarding Hosting Events for KCC Faculty:

- a. Hosting events must be targeted primarily to KCC faculty members of any rank or classification of hire.
- b. Requesting funds to host (an) event(s) will not affect a faculty member's priority status for Travel and/or Training Requests.
- c. Hosts must be faculty members of any standing, rank, classification of hire, and include new lecturers or casual hires.

5. No membership fees for organizations of any sort (including luncheon meetings) will be paid by FDC funds.

6. Requests to fund certification will be considered on a case-by-case basis.

These requests are subject to the limits and priorities stated above. Applications for funding for certification must clearly demonstrate the benefit to the college and/or students.

7. Incomplete or late applications will not be considered.

8. FDC applications must be received and decided upon prior to the scheduled event, conference, seminar, or workshop.

9. Sources of Funds

- a. G-Fund budget item of \$10,000 per academic year (August 1 to May 31). Funds not expended will not be rolled over into the new academic year. The fund will be replenished at the beginning of each academic year.
- b. Policies and Caps
 - i. Faculty Development funds do not support out-of-state airfare, lodging, transportation, or per diem. Registration fees up to \$1,200 will be considered.
 - ii. On-island, in-state requests will be limited to a maximum up to \$750 per applicant. However, funds requested for the Hawai'i National Great Teachers Seminar may be capped at \$1,300 or at its current cost.
 - iii. In-state conference, workshop, training session, meeting, or certification program and/or exam fees, airfare and/or per diem funds may be eligible. Refer to section 6 above.
 - iv. Limited funding for honoraria for workshop facilitators will be considered on a case-by-case basis. Travel requests for visiting presenters will be subject up to a \$1,000 maximum.

10. Policies for review and modification for Guidelines and Forms

- a. FDC Guidelines and Forms will be reviewed and may be modified once yearly. Review and possible modification will take place at the final meeting of the academic year; any modifications will be in effect in the subsequent academic year. A majority of the FDC members present at the final meeting of the academic year must agree to the modifications.
- b. Typographical errors and other minor mistakes may be corrected at any time, and without the approval of the FDC.
- c. In emergency situations, modifications to the Guidelines and/or Forms may be made by a majority vote for the FDC members present at any regular meeting, or at a special meeting called for this purpose.
- d. Current FDC Guidelines must be published in the Kapi'olani Community College Daily Updates by the end of the second week of classes at the beginning of the academic year for which they are in effect. They must be published whether or not they have been modified from the previous year.

FDC Application Checklist

1. Out-of-state or international travel for faculty presenter/attendee/trainee

- Form 1 - required by FDC

- 1 conference announcement/meeting agenda listing registration fees - required by FDC
- Travel document - required by the campus, but not the FDC

2. In-state, off-island travel for faculty presenter/attendee/trainee

- Form 1 - required by FDC
- 1 conference announcement/meeting agenda listing registration fees - required by FDC
- Travel document - required by the campus, but not the FDC

3. On-island travel for faculty presenter/attendee/trainee

- Form 1 - required by FDC
- 1 conference announcement/meeting agenda listing registration fees - required by FDC
- KCC HR Form 410 –required by FDC in lieu of a travel document submission

The FDC Form 1 and Human Resources Form 410 may be found at the Ohana webpage:

<https://ohana.kapiolani.hawaii.edu/docs/professional-development-forms/>

Workflow:

1. Submit FDC Form 1, and any required supplemental material to the FDC Coordinator by the posted application deadline.
2. FDC reviews applications within one week of the deadline, and the applicant will be notified of the decision.
3. The Vice Chancellor of Academic Affairs reviews the applications.
4. The Administrative Assistant to the VCAA then contacts applicant for document retrieval.
5. Using these documents, the applicant then prepares the requisition (on-island event) or travel document for final submission, with the help of the respective administrative assistant.