

Professional Development for Faculty

Updated May 1, 2016

Institutional Commitment:

SGU Strategic Plan #2.7: SGU commits to designate \$50,000 from the ED-Title III, Part A for faculty professional development for the 2015-2016 academic year. There will be a committee established for the selection of candidates to obtain higher degrees.

Committee Members: Provost/COO, Vice President of Academic Affairs, Department Chair, and the Personnel Office director. In the event there is a family member being considered for financial support, the related committee-member shall recuse himself/herself from the selection process.

Procedures:

1. Faculty applicants will submit a formal written letter requesting consideration of available professional development funds. Ideally, this letter should be submitted at least one year prior to the proposed professional development activity.
2. This applicant's letter will describe the following:
 - The applicant's professional advancement goal(s)
 - Beginning and ending date of professional development activity
 - Specific amount of funds requested, and the use of the funds (e.g., tuition/fees, travel, etc.)
 - Amount of personal funds/resources committed by the applicant
 - Level of commitment by the applicant to sustain employment with Sinte Gleska University after the professional development activity is completed.
3. The Professional Development Committee will review each application, process any questions, and make a determination on the funding request. The Academic VP will inform the applicant about the final decision via memo.
4. Preference will be given in the following order:
 - The proposed request is related to an accreditation issue
 - The proposed request is related to an academic program need
 - The proposed request is related to a general faculty need
 - The proposed request is related to the applicant's individual need
5. A successful applicant will be responsible for informing the Academic VP about any change(s) in pursuing the professional development activity. The applicant will be responsible for ensuring that his/her personnel file is updated with documentation (e.g., transcript, certificate, diploma, etc.) about the professional development activity.