Allegany College of Maryland

FACULTY DEVELOPMENT

Adopted date Prior to 1990
Revised Date (if applicable)xxxx
Approved by Board of Trustees Date
Implementation Date
Type of Policy

BACKGROUND AND PURPOSE

POLICY

I. SCOPE OF THE POLICY

Professional Meetings, Workshops, and Conferences attended by Full-Time Faculty

II. POLICY STATEMENT

Instruction and Student Affairs at Allegany College of Maryland views professional faculty development:

- As critical to successfully accomplishing the mission of the College,
- As a strategic priority for increasing the capacity of faculty,
- As fundamental for innovation at the College,
- As an avenue to address complex institutional challenges,
- As evidence of a deep commitment by the College that demonstrates the operation of a learning college,
- As a critical component to instructional excellence through continuous improvement,
- As allowing ACM to strategically leverage the valuable asset of the learning potential of its faculty.

Therefore, the College may budget funds for expenses of travel, food, lodging, and other incidentals for participation in meetings, workshops, and conferences. The Senior Vice President of Instructional and Student Affairs, in coordination with the Academic Deans and Division Chairs and Program Directors, is responsible for administering funds and coordinating activities for full-time faculty who participate in professional development.

III. FACULTY TRAVEL PRIORITY GUIDELINES

Faculty Travel Priority Guidelines - These guidelines apply to full-time faculty unless a program/division is composed of only part-time faculty.

1. Webinar, virtual presentations, offered by academically relevant organizations and virtual courses.

2. In-state/regional meetings related to specific curriculum development goals that have been established by the College.

3. Short course-like seminars/workshops that are held in the region, designed around specific learning objectives, and directly related to a course within a curriculum/discipline in which the faculty member is currently teaching or will be teaching at the College.

4. In-state/regional meetings that address priority areas; i.e., meetings that are related to the work of a College committee.

5. In-state/regional conferences that enhance program articulation between AC and other segments of higher education.

6. In-state/regional association-type meetings which relate to the specific disciplines of the College. Priority will be given to those who hold an office, serve on a major committee in an association, and/or will make a presentation at an association meeting.

7. In-state/regional association-type meetings which relate to the specific disciplines of the College.

8. National discipline-oriented or professional meetings that are scheduled in Maryland or within the region.

9. National discipline-oriented or professional meetings that are scheduled outside the State or region.

IV. PROCEDURES

Allegany College of Maryland shall adopt necessary procedures to implement this policy; and, Allegany College of Maryland may adopt additional policies for specific compliance standards as necessary.

V. OTHER PROVISIONS

VI. ADMINISTRATION OF POLICY

Requesting faculty will first meet with their Program Director or Division Chair to ensure request aligns with the Faculty Success Plan and the needs of the program or division. Once approved, a request is submitted to the Academic Deans and the Senior Vice President of Instructional and Student Affairs for approval. Upon return, the faculty members is responsible for the timely submission of receipts for relevant expenses to the Office of Instructional and Student Affairs. Submissions must adhere to current Finance Department guidelines or face the risk of reimbursement denial.

VII. CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.