

FACULTY DEVELOPMENT

Professional Meetings, Workshops, and Conferences

The College budget may include funds for expenses of travel and participation in meetings, workshops, and conferences. The Vice President, in coordination with division chairpersons and program directors, is responsible for administering funds and coordinating activities for faculty who participate in professional development.

Travel accounts for the purpose of curriculum-related travel (field trips, etc.) are administered by the division chairperson or program director.

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

1. In-state/regional meetings related to specific curriculum development goals that have been established by the College.
2. 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.
3. In-state/regional meetings that address priority areas; i.e., meetings that are related to the work of a College committee.
4. In-state/regional conferences that enhance program articulation between AC and other segments of higher education.
5. 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.
6. In-state/regional association-type meetings which relate to the specific disciplines of the College.
7. National discipline-oriented or professional meetings that are scheduled in Maryland or within the region.
8. National discipline-oriented or professional meetings that are scheduled outside the State or region.