



Eastern
International
College

POLICY AND PROCEDURE FOR THE PROFESSIONAL DEVELOPMENT ASSISTANCE APPLICATION FOR FACULTY

Application: A faculty member seeking to attend a professional development opportunity outside of Eastern International College must complete the *Application for Professional Development Assistance Form* and submit it to the Department Chair at least a month before the activity. If the activity requires out-of-state travel, the completed form must be submitted two months (or earlier) in advance. Any incomplete form will not be processed. The following guidelines apply:

1. The professional development activity must be related to the faculty's field.
2. The activity supports the goal of the department.
3. Only a full-time faculty can avail of professional development assistance.
4. The cost is within the budget of the department.
5. The Department Chair recommends the faculty development activity to a committee headed by the Vice President for Academic Affairs (or Dean) for approval.
6. A faculty may apply for professional development assistance twice a year, but approval is dependent on budget. To give the opportunity for all full-time faculty, permission to attend a faculty development activity is on a rotation basis.

Reimbursement: For most professional development activities, Eastern International College may reimburse a portion of the required fees. When reimbursement is sought, documentation of attendance and successful completion as well as proof of payment are required. Professional development funds are an annual budget line item that are limited to budgeted amounts.

Review and Approval of Applications: The Department Chair reviews the application and recommends it to a committee headed by the Vice President for Academic Affairs for approval.

NOTE: The Department Chair's application for faculty development assistance uses the same form. The application is reviewed by the Dean (or designee) and forwarded to the committee for approval.