

Elgin Community College

**Faculty
Development
Handbook
2017-2019**

Revised by:

The Office of the Vice President of Teaching, Learning and Student Development and the
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INTRODUCTION

Disclaimer

The Elgin Community College Faculty Development Handbook contains policies, procedures and other information regarding Alternate Lane Credit and reimbursement for professional development activities. The handbook is to be used as a guideline for those persons covered under the negotiated Agreement between the Board of Trustees of Community College District 509 and Elgin Community College Faculty Association. The purpose of the handbook and the information it contains is to guide the member in taking advantage of benefits related to faculty development. It does not constitute a contract. The handbook shall not be considered as an offer for employment or construed as an obligation on the part of the college to continue employment.

The Faculty Development Handbook is to be reviewed/revised in conjunction with contract negotiations and posted on e-net. Changes in policy or procedures that are made by the committee prior to its next publication will be distributed to members and administrators in a timely fashion. All changes in the handbook policy or procedures are subject to review and approval by the Faculty Senate and the Vice President for Teaching, Learning, and Student Development or any other administrator as approved by the President. When the institutional goals are updated, they will be automatically updated throughout the Handbook. If the administrative procedures relevant to travel are changed, forms will be updated to reflect such changes with the approval of the Faculty Development Committee and the Vice President for Teaching, Learning and Student Development or any other administrator as approved by the President. The college reserves the right to make changes in administrative procedures and other information. While reasonable efforts will be employed to publicize such changes, it is the responsibility of the reader to verify the current procedure or applicable information.

PURPOSE OF THE FACULTY DEVELOPMENT COMMITTEE

Purpose

College District 509 Board of Trustees and the ECC Faculty Association support faculty development activities through the approval of degree programs, certified credit, alternate lane credit, sabbatical leaves and the provision of financial support for professional development activities. The college affirms the value of formal and informal learning experiences in the continued professional growth of faculty.

Administrators take an active role in pre-approving and/or encouraging growth experiences (as noted on the forms) that benefit individual faculty members in the performance of their roles that support the teaching/learning process, and that support the college's Mission Statement & Institutional Goals. The faculty member shall include a professional growth plan as part of their annual goals as recommended in the faculty evaluation policy (see Evaluation Handbook).

The primary purpose of the Faculty Development Committee at Elgin Community College is to improve, enhance, enrich and strengthen the teaching/learning process as it pertains to subject matter expertise, pedagogy, professional performance/practice and cross-cultural awareness. The committee's charge is to:

- Recommend sabbatical leave;
- Recommend funding for professional development activities and projects; and
- Recommend credits towards lane movement on the salary schedule.

Other development activities in which faculty may participate are provided by the instructional administration at departmental, divisional and institutional levels. The Faculty Development Program is maintained for the benefit of the college and the full-time and unit adjunct faculty.

POLICIES AND RESPONSIBILITIES

Charge of the Committee

The Faculty Development Committee is charged with reviewing proposals received from full-time faculty, unit adjunct faculty, and librarians for alternate lane credit; granting of expenditures for full-time and unit adjunct faculty development activities; and reviewing and ranking sabbatical proposals for full-time and unit adjunct II faculty. Lane movement policies are negotiated by the Board of Trustees and the Faculty Senate and are found in the ECCFA/Board Agreement: Article VI, Section 6.17, Salary.

1. All published guidelines must be followed, all forms must carry the required signatures and all required documentation attached before a proposal will be considered. Applications for alternate lane activities or reimbursement must be received by the committee secretary one-week prior to the next meeting for placement on the agenda. An applicant may be asked to attend a meeting or respond in writing if the committee needs additional information prior to taking action.
2. The committee is responsible to design its procedures to maintain clear and accurate communications with both faculty members and the appropriate administrators at all stages in its deliberations.
3. Notes of the committee meeting will be made available via the ECC Intranet. The committee secretary will keep copies on file.
4. The rationale for activities and projects for development will support professional development as stated in individual annual goals; support the Mission & Institutional Goals of the college, and the teaching/learning process.

Funding

- Individual full-time faculty development activities are funded on a calendar year basis.
- Individual unit adjunct faculty development activities are funded on a fiscal year basis.
- The term “funding year” refers respectively to the calendar year for full-time faculty and the fiscal year for unit adjunct faculty.
- Monies are added to the faculty development accounts according to the procedure designated in the Faculty Board Agreement and are distributed on a competitive basis.
- At the first meeting of the calendar year, individual full-time funding amounts will be set and group and retraining funds will be earmarked.
- At the first meeting of the fiscal year, unit adjunct faculty individual funding amounts will be set by the committee.
- Although the faculty development committee sets the amount of funding allocated per individual each year in order to attempt to assure sufficient funds, if the funding for a specific year is exhausted no further funding will be granted.

Alternate Lane

- Full-time and unit adjunct faculty members may apply for and be awarded credit toward salary lane movement through the alternate lane process. Nontraditional professional development activities that do not carry college credit nor certified continuing education credit may be submitted following the policies and procedures as stated in this handbook.
- **Note:** Degree Program Credit, Graduate or Undergraduate course work, and Certified Credit must be pre-approved by administration and are not part of the charge of the Faculty Development Committee. Forms for these types of credits are, however, included in this handbook for reference.

Proposals Tabled Pending Additional Information

- When a faculty development proposal is tabled by the committee pending additional information, an email will be sent to the applicant detailing the additional information required in order for the application to move forward.
- If the applicant does not provide additional information within four months from the time of the request, then the proposal will be withdrawn.
- The applicant may reapply with a new proposal.
- The new proposal must meet all criteria explained in this handbook.

Sabbatical Leave

Proposals for semester, annual, and summer sabbatical leaves will be reviewed by the committee and recommendations for granting them will be made in accordance with the ECCFA/Board agreement. The criteria include professional growth of the individual, impact on the faculty member's professional assignment, and value to the institution and community.

Appeals Policy

When a Faculty Development Proposal is denied by the committee, faculty have the right to appeal the denial to the committee. This procedure for appeal is designed to help the Faculty Development Committee re-evaluate a denied faculty proposal.

If denied, rationale for denial will be given to the faculty member in a letter from the chair.

- Rationale will be excerpted from the minutes. The letter will also include the following statement: "Your proposal was denied. You have (30) days from the receipt of this letter to appeal the decision of the committee. Appeals are to be submitted to the chair."
- If appealing, a faculty member must present their appeal to the committee.
- When the chair receives the appeal, the chair will place the faculty member on the agenda as soon as possible. The chair will then inform the faculty member of the appearance date.
- The faculty member leaves the meeting, and the committee will vote on the proposal.
- If denied the second time, the rationale for denial will be given to the faculty member in a letter from the chair. Rationale will be excerpted from the minutes. The faculty member may then appeal to the Vice President for Teaching, Learning, and Student Development.

Committee Membership

Members of the Faculty Development Committee representing full-time faculty are elected from each division at the beginning of the academic year and submitted to the Faculty Senate for approval. Four members of the faculty development committee representing UAF I & II are elected by the UAF I & II faculty and submitted to the Senate for approval. The term is for two academic years. Representation on the committee for full-time faculty is to be in the proportion of one committee member for every ten faculty members with appropriate representation from each division. Apportionment calculations will be rounded to the nearest whole number. If a member of the committee misses four or more meetings within a year without finding a substitution the chair may request a substitute from that division to fulfill the term.

The chair of the Faculty Development Committee will be elected from the Committee of the whole. The election will take place spring semester for a two-year term beginning in the fall. The chair shall receive six hours of release time per year. The Division that was represented by this member shall elect a replacement to the committee in August. The Chair shall be a non-voting member of the committee but may vote if necessary to make quorum or to break ties. The Chair shall call and lead all meetings, provide direction for the agenda, and prepare semi-annual summary reports for the Vice President for Teaching,

Learning, and Student Development in regard to the relationship of professional development activities to the ECC Mission Statement and Institutional Goals and a summary of budget expenditures.

The committee shall meet every other week during the academic year unless no requests are pending. Additional meetings will be called as necessary to meet critical deadlines. For example, the sabbatical application recommendation process usually requires additional meetings.

A quorum of the committee shall be 2/3 of its members. A simple majority of those present is needed for approval.

Administrative support shall be provided by the college for taking of minutes; processing applications and preparing and distributing copies for committee members to review prior to meeting and maintaining records of the request, award and expenditures for committee use. Human Resources will maintain “credits” earned for alternate lane movement. The chairperson will work with finance and administration to monitor the funds available for faculty use. Business and Finance will complete reimbursement requests after approval by the committee chair.

The college will supply a budget code for copy services that shall be reimbursed from faculty development funds.

The faculty development committee will seek to implement cost-saving measures to the maximum extent possible. These shall include, but not be limited to, use of digital communication whenever possible.

PROFESSIONAL DEVELOPMENT CALENDAR

A regular schedule has been established to govern the pre-approval/approval, documentation of completion and crediting to salary lane movement of activities undertaken by individual faculty members. The schedule of meetings will be published on the ECC Intranet.

Month	Activity
August 31	Fall group proposals due (Full-Time ONLY) .
Last Friday of September	Full-time and Unit Adjunct II faculty sabbatical leave applications are due to the Vice President of Teaching Learning and Student Development's office the last Friday of September by 5:00 p.m.
October 1	All applications that request pre-approval of certified credit and approval of alternate lane credit for the coming salary year shall be submitted by the faculty to the dean/supervisor by October 1. If October 1 falls on a weekend, applications are due the following Monday.
November 15	Recommendations for Full-Time and Unit Adjunct II faculty sabbatical leaves to the Vice President for Teaching, Learning, and Student Development for presentation to the Board of Trustees.
February 15	Lane change activities completed by December 31 st , and documented no later than February 15 th , shall be awarded on the salary schedule for that calendar year.
February 28	Spring group proposals due (Full-Time only) .
April 30	Members of the Committee will be elected by each division. Committee meeting dates will be determined and announced for fall academic year. Faculty Development Chair will be elected by the committee in alternate years for a two-year term.
May 1	Last submission date for proposals to be considered by the Committee before summer recess shall be one week before the final scheduled spring meeting of the Faculty Development Committee.
June 30	UA1 & UA2 funding proposals for the ending fiscal year must be submitted by June 30 to access previous fiscal year funds (July 1 - June 30).

SECTION I

Graduate & Undergraduate Credit

Certified Continuing Education Credit

Lane Movement

Center for Enhanced Teaching/Learning (CETL)

Workshops

FULL-TIME & UNIT ADJUNCT DEGREE PROGRAM PRE-APPROVAL

These programs require administrative approval and are not submitted to the Faculty Development Committee.

Policies and Procedures

1. Pre-approval of certified credits earned as part of a degree program and applied to salary lane movement should be sought when a formal course of study has been agreed upon between the faculty member and an accredited institution offering a degree. Existence of an approved degree plan allows use of credits for lane movement as they are earned.
2. The applicant prepares the form for Pre-approval of a Degree Program for Salary Lane Movement and attaches a copy of the curriculum, letter of acceptance and other useful documentation to the form.
3. The faculty member signs the form, confers with the supervising administrator, and receives the supervising administrator's decision, signature and comments. Forms not approved are returned to the faculty member with a written response stating the rationale for the decision.
4. Forms approved by the supervising administrator are forwarded to the Vice President for Teaching, Learning, and Student Development for review and decision. Forms not approved are returned to the faculty member with a written response stating the rationale for the decision. Approved forms are sent to Human Resources with copies sent to the faculty member and supervising administrator.
5. At the end of each calendar year, the faculty member sends any supporting documentation, and/or requests that an official original transcript from the awarding institution be sent, to the attention of Human Resources, Lane Credits. The transcripts and any other supporting documentation will be retained in the faculty member's personnel file.
6. Human Resources records receipt of the earned credits and applies them to salary lane movement in the appropriate year. The original documentation will be retained in the faculty member's personnel file in the Office of Human Resources.
7. Credits for courses not in the approved curriculum will not be applied to salary lane movement. The faculty member may a) revise the program starting at step 2, or b) submit the course on the form for Pre-approval of Certified Credits.

PRE-APPROVAL OF A DEGREE PROGRAM FOR SALARY LANE MOVEMENT FOR FULL-TIME AND UNIT ADJUNCT FACULTY

These programs require administrative approval and are not submitted to the Faculty Development Committee.

Current faculty must complete this form before enrollment in a program leading to a degree to be considered for salary lane movement. **New faculty hires who are actively pursuing a degree at the time of hire must complete this form within their first 60 days of employment to be considered for salary lane movement.** The basic program of study may be amended, but amendments must receive pre-approval by the supervising administrator(s) and the Vice President for Teaching, Learning, and Student Development before the courses taken toward the degree or the completed degree can be applied to lane movement. Such amendments must be attached to all copies of this form. Individual courses within a pre-approval degree program need not receive specific pre-approval. A transcript of credit earned in pursuit of the degree must be submitted to the Human Resources Office before lane credit will be granted.

Name: Click or tap here to enter text.

Department/Division: Click or tap here to enter text.

Primary Professional Assignment: Click or tap here to enter text. ____

Secondary Professional Assignment: Click or tap here to enter text.

Degree Sought: Click or tap here to enter text.

Granting Institution: Click or tap here to enter text.

How will this activity benefit your personal or professional development and the instructional program of ECC?
(Please cross-reference college goals by checking below): Click or tap here to enter text. ____

INSTITUTIONAL GOALS

Elgin Community College will:

- ☐ Identify and expand practices to raise academic achievement and completion.
- ☐ Strategically build and maintain enrollment and purposeful pathways.
- ☐ Advance relationships that benefit the college, students, and partnering organizations.
- ☐ Instill a culture of service excellence and collaboration.

Estimated timeline and plan for completion: Click or tap here to enter text. ____

Identify any release from professional duties or unusual schedule considerations which will be required to complete this degree program: Click or tap here to enter text. ____

Attach a curriculum for the degree from the degree-granting institution and attach any other information to assist in evaluating this request.

Applicant's Signature:		Date: Click or tap to enter a date.
☐ Recommended	Supervising Administrator's Signature:	Date: Click or tap to enter a date.
☐ Not Recommended with Comment	Comments: Click or tap here to enter text.	

☐ Approved ☐ Not Approved with Comment	Vice President's Signature:	Date: Click or tap to enter a date.
	Comments: Click or tap here to enter text.	

<u>If Approved:</u> Original: Human Resources Copy: Supervising Administrator Copy: Faculty Member	<u>If Not Approved:</u> Original: Faculty Member Copy: Supervising Administrator
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/ssa – 3/29/88; Revised: 6/21/89; 9/10/90; 8/15/91; 6/5/95; 8/15/95; 4/12/00; 11/21/03; 2/08; 8/10/10; 12/21/11; al-6/11/14; 6/12/18

FULL-TIME AND UNIT ADJUNCT: GRADUATE, UNDERGRADUATE AND CERTIFIED CREDIT PRE-APPROVAL

*These credits require administrative approval and are not submitted to the
Faculty Development Committee.*

Policies and Procedures

1. Pre-approval of credits to be earned and applied to salary lane movement must be sought for each formal experience for which an accredited institution offers graduate, undergraduate or CEU (credit equivalent unit) credit on a transcript. The standard applied in pre-approving learning experiences for credit on the salary schedule is preparation of the faculty member to better perform his or her role in the teaching/learning process.
2. The applicant prepares the form for the Pre-approval of Certified Credits. A separate form must be used for each course or workshop. If CEUs are requested, a copy of course information showing the number of contact hours or CEUs to be awarded must be attached. CEU credit is limited to 6 graduate equivalent credits every 3 years.
3. The faculty member signs the form, confers with the supervising administrator(s), and receives the supervising administrator's decision, signature and comments. Forms not approved are returned to the faculty member with a written response stating the rationale for the decision.
4. Forms approved by the supervising administrator are forwarded to the Vice President for Teaching, Learning, and Student Development for review and decision. Forms not approved are returned to the faculty member with a written response stating the rationale for the decision. Approved forms are forwarded to the Human Resources Office with copies sent to the faculty member and the supervising administrator. A supervising administrator's non-approval may be appealed to the Vice President for Teaching, Learning, and Student Development.
5. The faculty member provides a certificate or official transcript verifying issue of the credit sent to the Human Resources Office of Elgin Community College.
6. The Human Resources Office records receipt of the certified credits, undergraduate or graduate credits and applies them to lane movement in the appropriate salary year.

**PRE-APPROVAL OF CERTIFIED CREDITS FOR SALARY LANE MOVEMENT FOR
FULL-TIME AND UNIT ADJUNCT FACULTY**

***These programs require administrative approval and are not submitted to the
Faculty Development Committee.***

This form must be completed before enrollment in a course, seminar or workshop offered for undergraduate, graduate or credit equivalent unit earned credit offered by an accredited institution that is being submitted for lane movement. Courses that are a portion of a program leading to a degree, pre-approved by the supervising administrator(s) and the Vice President for Teaching, Learning, and Student Development may not be submitted for lane movement credit on this form.

Only one course, seminar or workshop should be listed on each form.

An official transcript or certificate that shows granting of earned credit must be submitted to the Human Resources Office before lane movement credit is awarded.

Name: Click or tap here to enter text.

Department/Division: Click or tap here to enter text.

Primary Professional Assignment: Click or tap here to enter text. _____

Secondary Professional Assignment: Click or tap here to enter text. _____

Course, Seminar or Workshop Title and Number: Click or tap here to enter text. _____

Date of Activity: Select Date _____

Offering Institution or Agency: Click or tap here to enter text. _____

How will this activity benefit your personal or professional development and the instructional program of ECC?
(Please cross-reference college goals by checking below): Click or tap here to enter text. _____

INSTITUTIONAL GOALS

Elgin Community College will:

- ☐ Identify and expand practices to raise academic achievement and completion.
- ☐ Strategically build and maintain enrollment and purposeful pathways.
- ☐ Advance relationships that benefit the college, students, and partnering organizations.
- ☐ Instill a culture of service excellence and collaboration.

Check the appropriate category and fill in the information required to identify and calculate requested lane credit:

☐ **Graduate Credit Hours**

____ Earned Graduate Credits (1-to-1) = ____ Graduate Credit Hours

☐ **Credit Equivalent Units**

Workshop Clock Hours ____ ÷ 40 or CEU's ÷ 4 = ____ Graduate Equivalent Credit Hours

☐ Documentation of actual CEU credits to be awarded for the workshop has been attached to this application. If documentation is unavailable, report the workshop attendance on the Application Form for Alternate Lane Credit. CEU credit is limited to 6 graduate equivalent credit hours every 3 years.

☐ Undergraduate Credit Hours

Only four undergraduate semester hours may be applied for each lane movement. A total of 8 graduate equivalent units can be earned through undergraduate study. Faculty members who do not hold a bachelor's degree and who are in a planned and approved degree program may use undergraduate course work for lane movement at the 2/3 rate with a limit of 32 undergraduate hours.

Undergraduate Hours _____ x 2/3 = _____ Graduate Equivalent Credit Hours
(Courses taken at ECC require a transcript or a copy of your grade report on completion.)

Applicant's Signature:	Date: Click or tap here to enter text.
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☐ Recommended	Supervising Administrator's Signature:	Date: Click or tap here to enter text.
☐ Not Recommended with Comments	Comments: Click or tap here to enter text.	

☐ Approved	Vice President's Signature:	Date: Click or tap here to enter text.
☐ Not Approved with Comments	Comments: Click or tap here to enter text.	

If Approved: Original: Human Resources Copy: Supervising Administrator Copy: Faculty Member	If Not Approved: Original: Faculty Member Copy: Supervising Administrator
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/ssa – 3/29/88; Revised: 6/21/89; 9/10/90; 8/15/91; 6/5/95; 8/15/95; 4/12/00; 11/21/03; 1/28/08; 8/10/10; 12/21/11; al-6/11/14; 6/12/18

**LANE MOVEMENT
CENTER FOR ENHANCED TEACHING/LEARNING (CETL)
WORKSHOPS for Full-Time and Unit Adjunct Faculty**

***These programs require administrative approval and are not submitted to the
Faculty Development Committee.***

Procedures

1. Each semester a list of CETL workshops will be published on enet. Each workshop will be notated whether or not the course is automatically pre-approved for lane movement. Those workshops that are not notated for pre-approved for lane movement may be applied through the alternate lane process. (See Section II of the handbook.)
2. Workshops must be completed by December 31 of the year prior to the request to apply toward lane movement. Human Resources must receive all documentation by February 15 of the year in which the credits will be applied.
3. For instructions on how to register for the CETL workshops go to <https://elgin.edu/academics/continuing-education/continuing-education-courses/>. The courses are considered non-credit courses, so choose your option of registering for non-credit.
4. At the end of the fall semester prior to the year in which the lane movement credits will be applied:
 - Request a non-credit transcript from the Registration and Records Department.
 - Complete the CETL Lane Movement Credits Request Form.
 - Attach the non-credit transcript to the CETL Lane Movement Credits Request form and submit to the dean for their review.
 - The Supervising Administrator will review and forward the original to Human Resources and send a copy to the faculty member.
 - If the Supervising Administrator has a concern regarding the request, they will contact the faculty member to discuss.
 - If Human Resources receives all of the original documentation by February 15, the credit will be applied to the individual faculty member's lane movement credits for that year.

**CENTER FOR ENHANCED TEACHING/LEARNING (CETL)
LANE MOVEMENT REQUEST FORM
FULL-TIME AND UNIT ADJUNCT FACULTY**

These programs require administrative approval and are not submitted to the Faculty Development Committee.

Name: Click or tap here to enter text.

Department/Division: Click or tap here to enter text.

Primary Professional Assignment: Click or tap here to enter text.

Secondary Professional Assignment: Click or tap here to enter text. _____

Calendar Year in Which the Workshop was completed: Click or tap here to enter text. _____

Number of CFD Workshop Clock Hours for the Year _____ /24 = _____ CETL Workshop Hours to be Applied Towards Lane Movement.

Number of CVS Undergraduate Course Credits for the Year _____ x 2/3 _____ Graduate Equivalent Credits to be Applied Towards Lane Movement.

Attach an original non-credit transcript and submit to your Dean for approval.

How will this activity benefit your personal or professional development and the instructional program of ECC?
(Please cross-reference college goals by checking below): Click or tap here to enter text. _____

INSTITUTIONAL GOALS

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- ☐ Identify and expand practices to raise academic achievement and completion.
- ☐ Strategically build and maintain enrollment and purposeful pathways.
- ☐ Advance relationships that benefit the college, students, and partnering organizations.
- ☐ Instill a culture of service excellence and collaboration.

Applicant's Signature:	Date: Click or tap to enter a date.
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☐ Approved ☐ Not Approved with Comment	Supervising Administrator's Signature	Date: Click or tap to enter a date.
	Comments: Click or tap here to enter text.	

<u>If Approved:</u> Original: Human Resources Copy: Supervising Administrator Copy: Faculty	<u>If Not Approved:</u> Original: Faculty Member Copy: Supervising Administrator
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/ssa – 11/26/07; 2/08; 8/10/10; 12/21/11; al-6/11/14; 6/12/18

SECTION II

ALTERNATE LANE CREDIT APPROVAL

ALTERNATE LANE

Policies

Faculty members may apply for and be awarded credit toward salary lane movement by nontraditional means through the alternate lane process. This is an innovative program of the college that recognizes the value of professional growth activities in specified categories as described below.

1. The value of an experience is measured in graduate equivalent credits calculated in each category according to a formula that equates to one graduate credit hour for salary lane movement purposes. Calculation of credit will be taken to the third decimal place and rounded to the second decimal place.
2. Approval can be requested up to one year following the completion of the activity. Applications may be submitted as early as one year prior for pre-approval of activities or may be submitted after the completion of the activity.
3. Formal, long term certification programs, which extend beyond the limits of these guidelines, will be considered only when submitted for recommendation by the committee and pre-approved by the Vice President for Teaching, Learning, and Student Development. If guidelines do not specify a graduate equivalent credit amount for an activity, the applicant must provide a suggested amount of credit and a written rationale to support the credits requested, equating them to an equal number of graduate credit hours of study.
4. Workshops and other staff training activities produced for ECC faculty will be considered for Alternate Lane Credit if the producer of the event or the individual attendee applies to the committee for approval by completing the Alternate Lane Credit form.
5. The applicant completes the form with all required attachments and documentation according to the procedure. The activity must be congruent with the applicant's goals for professional development and with the ECC Mission Statement & Institutional Goals. The supervising administrator will be informed about activities that are being undertaken for lane movement and may be consulted for guidance in designing activities.
6. The standard applied in recommending and approving alternate lane activities is its benefit to the applicant in the improvement of the teaching/learning process as it pertains to subject matter expertise, pedagogy, professional performance/practice and cross-cultural awareness. The committee evaluates the activity according to its merits after determining that it meets specific guidelines for the category appropriate to the activity.
7. The Vice President for Teaching, Learning, and Student Development approves activities and is responsible to see that professional development activities are ongoing. The Faculty Development Committee makes recommendations to the Vice President regarding activities that meet committee guidelines.
8. Approved alternate lane activity forms are filed in the applicant's personnel file with human resources. A copy of the signed form with documentation is returned to the applicant for their files. These copies should be retained until the credit is applied to the next lane change. Records in personnel files are retained as per Human Resource policies.
9. Applications that are not approved at any step in the process may be appealed to the committee following the appeals procedure in the Policies and Responsibilities section of this Handbook. Non-approved applications are returned to applicants with a copy sent to the supervising administrator.

10. The Human Resources office maintains the records of completed credits in individual lane movement files. For situations where the maximum number of credits earned over a three-year period are limited, those limits will be calculated based on the first time credits are earned. After that, maximum allowed credits will be based on rolling three-year periods. When a faculty member exceeds the maximum number of credits for any three-year period, additional credits will be banked and then applied in the next eligible year. If the faculty member also earns credit in that year, the total of the applied credit and earned credit cannot exceed the maximum for the three year period. If that total exceeds the maximum, earned credits will be banked and then applied when possible. For the purpose of these calculations, each category will be addressed independently of other categories.

										Total
YR		1	2	3	4	5	6	7	8	
EARN		3	2	2	2	2	1	4	0	16
APP		3	2	1	3	2	1	3	1	16
BANK				1				1		

First three year period
total 6

Second three year period
total 6

Third three year period
total 6

Fourth three year period
total 6

Fifth three year period
total 6

11. Faculty members shall maintain a record of the credits earned. The faculty member should meet with Human Resources to compare records. The Human Resources Department will verify the credits earned. Credit for Alternate Lane movement is not recorded until the course or activity is properly completed and documentation is sent to Human Resources.

Procedures

1. Applicant fills out and signs form with all required documentation attached.
2. The supervising administrator signs form to verify they are informed about activities that are being undertaken for lane movement and may be consulted for guidance in designing activities.
3. Applicant sends form to the Faculty Development Committee via committee Administrative Support. Faculty Development Committee takes action to recommend or not recommend the proposal to the Vice President for Teaching, Learning, and Student Development. The faculty member will be notified by the committee of the Faculty Development Committee's decision.
4. If the proposal is tabled by the committee pending additional information, an email will be sent to the applicant detailing the additional information required in order for the application to move forward. If the applicant does not provide additional information by four months after the request for additional information, then the proposal will be withdrawn. The applicant may reapply with a new proposal. The new proposal must meet all criteria explained in this handbook.
5. If approved by the Vice President for Teaching, Learning, and Student Development, the committee Administrative Support will send the original signed application form without attachments to Human Resources for placement in the applicant's personnel file. A copy of the signed application form is returned to the applicant with the attachments. Human Resources will utilize the file to calculate total credit earned toward lane change.
6. It is strongly advised that any faculty member planning to move lanes contact and meet with Human Resources to verify all necessary documentation prior to December 31 in the year before the lane movement is to take effect.
7. If not approved, the applicant may utilize the Appeals Process described in this Handbook.

ALTERNATE LANE CATEGORIES

Each activity must be submitted as a separate proposal.

- For all categories, a detailed list must be included with your application explaining time spent on each portion of the activity, as well as the total time involved.
- Unless otherwise noted, 40 activity hours = 1 Graduate Equivalent Credit.
- Calculations will be taken to the third decimal place and rounded to the second decimal place.
- Compensation from ECC for any of the following categories will negate awarding of alternate lane credit.
- Upon completion of an alternate lane activity, a summary of the activity may be prepared to submit to the dean/supervising administrator as part of the teaching/learning process.
- Unit Adjunct Faculty (UAF) may earn up to a maximum of 22 hours of graduate equivalent credits to apply to lane change in a 3-year period of time. See each category for specific additional limitations.

Category 1: Attendance at Conferences, Trade Shows, Workshops, and Other Training

Limited to 6 graduate equivalent credit hours every 3 years.

Conferences, workshops, seminars and specific training sessions provide current information within each discipline that contributes to more effective instruction

- The activity must be a formal program offered by an organization or institution.
- Attach to the application form a copy of the complete conference program. Mark all sessions you attend (or have attended) in ink (highlighter does not photocopy). Only instructional time can be included. Exclude time spent in breaks, meals and tours, unless an explanation of the learning value of the activity is attached. Attendance at receptions held in conjunction with professional activities may be included in the credit request; in that case, a rationale that includes an explanation of the reception and applicability to the learning process, information gathering, professional networking, or student advocacy must be included in the request.
- A detailed list must be included with your application explaining time spent on each portion of the activity, as well as the total time involved.
- Traditional college credit courses should be preapproved via your supervisor (see Section I of this handbook). If you did not get pre-approval, college courses can be submitted in this category. All time spent on the course must be documented. Credit will be awarded as activity hours divided by 40.

Category 2: Presentation at Conferences, Trade Shows, Workshops, and Other Training

Limited to 6 graduate equivalent credit hours every 3 years.

- The activity must be part of a formal program offered by an institution or organization appropriate to the teaching discipline.
- A copy of the complete published program must be attached to the application, indicating the portion presented by the applicant.
- Each application in this category must pertain to new seminar/workshop content. Presentations previously approved for credit will not receive credit again.

- A detailed list must be included with your application explaining time spent on each portion of the activity, as well as the total time involved. Information should include dates, time spent and detailed activity/brief description of work done. A table format is required, refer to Table 1 for example.

Table 1

Date	Event	Time frame	Hours	Total Hrs/day
26-Mar	CARE meeting	4:00-7:00	3	
			Total	3
27-Mar	Breakfast & General session	7:00-8:15	1.25	
	Connect w millennials	8:30-10:00	1.5	
	Airflow Measurements	10:15-11:45	1.5	
	Lunch & General Session	12:00-1:15	1.25	
	Adding simulations to	1:30-3:00	1.5	
	Mini split systems	3:15-4:45	1.5	
			Total	8.5
			TOTAL	26

- If credit is desired for attending additional sessions at the same activity, then a separate proposal must be submitted under Category 1.

Category 3: Certification or Re-Certification

Limited to 6 hours every 3 years.

- Certification must be within in the faculty member's area of professional responsibility at ECC or apply to retraining for reassignment of teaching responsibilities.
- An exception to the time limit in this category will be granted for formal, long-term certification programs if recommended by the dean/supervising administrator.
- An estimate of the total number of hours of preparation time, plus the time spent in validating expertise through written test or skills demonstrations, must be included. A table format is required, refer to Table 1 for example.

Category 4: Public Presentation of Professional Works

Limited to 12 graduate equivalent credit hours every 3 years.

Projects considered for credit in this category will publicly demonstrate the expertise of the faculty member and will validate professional expertise appropriate to the instructional area.

A faculty member whose published work clearly reflects application of the professional specialty and supports the teaching/learning process at Elgin Community College may apply for credit.

A. Publication

- Publication activities must clearly reflect the application of the faculty member's professional specialty and support the teaching/learning process.
- Manuscripts must be submitted as documentation and must have been:
 - o accepted by an external publisher for publications and a copy of the acceptance letter attached, and
 - o unsubsidized by the author (not self-published).
- All published works of joint authorship may be granted credit according to the applicant's proportional contribution.
- Revisions of an earlier work earn 1/3 the credit assigned to that category.

- A detailed list must be included with your application explaining time spent on each portion of the activity, as well as the total time involved. A table format is required, refer to Table 1 for example.
- Publication will be awarded credit according to the following categories:
 - 3-12 credits: textbook, critical study, novel, dictionary, encyclopedia, full-length play or script.
 - 2-9 credits: study guide, concordance, annotation of a text, anthology (editor), catalog, index, training manual, instructor's manual, directory, handbook, Internet courseware, artworks, atlas or dissertation.
 - 1-6 credits: monograph, thesis, chapbook, bibliography, chapter of a larger work, a series of articles with regular frequency of no fewer than one per month for a year.
 - 1-3 credits: short story, poem, article (scholarly or popular culture) one-act play, essay or review.
 - 1-6 credits: reviewer or primary editor of a publication or peer-reviewed journal.

B. Musical Compositions: Publication or Public/Professional Performance

- A detailed list must be included with your application explaining time spent on each portion of the activity, as well as the total time involved.
- Publication of musical compositions:
 - 3-12 credits: major work for orchestra, chorus or stage (e.g.: symphony, oratorio, opera, musical, etc.)
 - 2-9 credits: Work for chamber ensemble or work of intermediate length for full chorus, orchestra or band.
 - 1-3 credits: Song, solo instrumental work or short octavo choral work unaccompanied or with keyboard or comparable accompaniment.
- Public musical performance will be considered based on estimate of preparation time and including performance time. Only new works that expand the professional expertise and are within the teaching discipline of the applicant at ECC will be considered for the inclusion of preparation time.

C. Juried or Invitational Exhibits of Works of Art

- Documentation of participation in the exhibit must be attached to the application for credit.
- An estimate of time spent in preparation and presentation must be included.
- Participation in regional, national, and/or international exhibitions:
 - 3-12 credits: One person exhibitions
 - 2-9 credits: Juried exhibitions
 - 2-9 credits: Invitational exhibitions (an invitation may be considered as a form of juried selections)
 - 2-9 credits: Commissioned work
- Significance of activity will be demonstrated by the candidate: consideration is given to:
 - venue
 - curator(s)
 - juror(s)
 - participating artists
 - statistical evidence for competitive nature of exhibition
 - description and image of work(s) exhibited provided by faculty member
 - Time to create an exhibited work of art can only be considered for new works that expand the professional expertise and are within the teaching discipline of the applicant at ECC.

Rationale with hours and explanation of the significance should be included with the credit requests. Works of art previously approved for credit will not receive credit again if exhibited more than one time.

D. Other Creative Works

- Authors of other creative works may require more extensive documentation as to the value of the activity. Due to the originality and variety of creative works, it is suggested that faculty discuss these types of projects with their supervisor if they intend to submit them for alternate lane credit.
- A description of the value to the applicant in terms of professional development for the improvement of instruction in their role must be included.
- A detailed estimate of time spent in preparation and presentation must be included.

Category 5: Independent Study or Field Research

Limited to 6 graduate equivalent credit hours every 3 years.

A faculty member may design and request credit for a travel project which specifies the role in the travel itinerary of independent study and field research activity related directly to professional responsibilities. The faculty member identifies the effect the activity is to have on their responsibilities in support of the teaching/learning process. Such activities are used to provide background information, new ideas for artistic expression or lectures, instructional media, and new approaches for delivery of instruction and educational services.

- A detailed itinerary, including daily planned activities, must be attached to the application form.
- At least one week (5 consecutive days) of travel is required for consideration. One week of travel equals .5 hours of graduate equivalent credit. A travel project must involve sufficient independent study and activity related to the instructor's professional responsibilities.
- Recommend final project report be submitted.
- Add bulleted list of eligible activities

Category 6: Faculty Exchange/Visiting Professorships

Limited to 6 graduate equivalent credit hours every 3 years.

- The activity must either include instruction or research in the faculty member's area of professional responsibility or relate to a professional area, which clearly enhances instruction at the college.
- A verified certification of a full-time assignment, position description and duration of service must accompany the request.
- Six hours of graduate equivalent credit are awarded for a two-semester exchange or visiting professorship. One semester equals 4 hours and a summer session 2 hours of graduate equivalent credit and for shorter term (minimum 14 days) exchange programs 1 credit.
- The faculty member must make their own arrangements for release from responsibilities at ECC with the dean/supervising administrator and the Vice President for Teaching Learning and Student Development according to college policy.

Category 7: Project-Based Experience (Full-Time Faculty Only)

Limited to 6 graduate equivalent credit hours every 3 years.

Project-based experience may be used for credit if it directly applies knowledge and skills in the applicant's professional area of responsibility. A maximum of six graduate equivalent credit hours may be

earned every three years. Each 60 hours of project-based experience is equal to 1 hour of graduate equivalent credit.

The applicant must submit the following information:

- Rationale for the activity:
 - How the activity will affect their responsibilities in support of the teaching/learning process.
 - How the activity will help them remain current in the field.
 - How the applicant will be able to assist students in bridging the gap between the classroom and the employment setting, as a result of this work experience.
 - How industry contacts will be utilized for support of programs.
- Description for the project that states the responsibilities, functions and projected duration of at least 60 hours of project experience. Self-employment does not meet the guidelines for this category.
- Official documentation of the actual number of hours worked must be provided following the activity in order to be included in the annual calculation of credit earned. Documentation shall be submitted to Human Resources with a copy to the Supervising Administrator.

Category 8: Other

Limited to 6 graduate equivalent credit hours every 3 years.

- Professional projects, which are not addressed anywhere else in the guidelines, but which enhance professional service, may be submitted for lane movement. Due to the originality and variety of creative works, it is suggested that faculty discuss these types of projects with their supervisor if they intend to submit them for alternate lane credit.
- Only activities that do not fall under any other category can be submitted in category 8.
- Category 8 may require more extensive documentation as to the value of the activity.
- A description of the value to the applicant in terms of professional development for the improvement of instruction in their role must be included.
- A detailed estimate of time spent in preparation and presentation must be included.

ALTERNATE LANE CREDIT

☐ Full-Time

☐ Unit Adjunct

Applicant Name: Click or tap here to enter text.

Dept./Division: Click or tap here to enter text.

Title of Activity/Project: Click or tap here to enter text. _____

Dates of Activity/Project: Click or tap here to enter text. _____

Brief Description of Activity/Project: Click or tap here to enter text. _____

Category: Click or tap here to enter text.

Credits Requested: Click or tap here to enter text.

Rationale and required supporting documentation attached:

- Documents required according to category criteria.
- Detailed explanation of college and personal growth goals relevant to the project.
- Detailed description of professional and/or personal benefits of the project that are related to the teaching/learning process.
- A detailed list must be included with your application explaining time spent on each portion of the activity as well as the total time involved.

RELATIONSHIP OF PROPOSAL TO ECC INSTITUTIONAL GOALS

Directions:

- 1. Identify the goals to which this project applies by checking below.**
- 2. Describe how this activity assists you in meeting your own professional development goals.**
- 3. Describe the impact of this activity on the teaching/learning process.**

INSTITUTIONAL GOALS

Elgin Community College will:

- ☐ Identify and expand practices to raise academic achievement and completion.
- ☐ Strategically build and maintain enrollment and purposeful pathways.
- ☐ Advance relationships that benefit the college, students, and partnering organizations.
- ☐ Instill a culture of service excellence and collaboration.

If you are submitting the following information as a separate document, please indicate below.

Explain the relationship of activity to individual goals: Click or tap here to enter text. _____

Explain relationship of this activity as it applies to any of the following: pedagogy; subject matter expertise; cross cultural awareness, and/or professional performance: Click or tap here to enter text. _____

Note: This information is needed for semiannual committee reports to be provided for administration and accreditation purposes.

CRITERIA CHECKLIST

Directions: Identify the category to which this application applies. Only one category may be selected for each proposal. Only individual requests for 0.025 (equates to 1 hour of activity) or more graduate equivalent credit (GEC) will be accepted. Check the box provided for documentation attached.

See Alternate Lane categories in Section II of this handbook for details required with application. Indicate the proposed amount of credit and provide rationale where indicated. Calculations will be taken to the third decimal place and rounded to the second place.

Category 1: Attendance at Conferences, Trade Shows, Workshops, and Other Training

Limited to 6 graduate equivalent credit hours every 3 years.

☐ Attach a copy of the complete conference program.

_____ Contact hours ÷ 40 = _____ Graduate Equivalent Credits

Category 2: Presentation at Conferences, Trade Shows, Workshops, and Other Training

Limited to 6 graduate equivalent credit hours every 3 years.

☐ Attach a copy of the complete conference program.

_____ Contact hours ÷ 40 = _____ Graduate Equivalent Credits

Category 3: Certification or Re-Certification

Limited to 6 graduate equivalent credit hours every 3 years.

_____ Preparation Time + _____ amount of time validating expertise through written test or skills demonstration) ÷ 40 = _____ Graduate Equivalent Credits

Category 4: Public Presentation of Professional Works

Limited to 12 graduate equivalent credit hours every 3 years

A. Publication

1. **3-12 Credits:** textbook, critical study, novel, dictionary, encyclopedia, full-length play or script.
☐ Acceptance letter or contract
☐ Manuscript or sample copy of work
2. **2-9 Credits:** study guide, concordance, annotation of a text, anthology (editor), catalog, index, training manual, instructor's manual, directory, handbook, Internet courseware, artworks, atlas or dissertation.
☐ Acceptance letter or contract
☐ Manuscript or sample copy of work
3. **1-6 Credits:** monograph, thesis, chapbook, bibliography, chapter of a larger work, a series of articles with regular frequency or no fewer than one per month for one (1) year.
☐ Acceptance letter or contract
☐ Manuscript or sample copy of work
4. **1-3 Credits:** short story, poem, article (scholarly or popular culture) one-act play, essay or review.
☐ Acceptance letter or contract
☐ Manuscript or sample copy of work or review
5. **1-6 Credits: reviewer or primary editor of a publication or a peer-reviewed journal.**
☐ Acceptance letter or contract

B. Musical Compositions

1. Publication of Musical Compositions
 - a) 3-12 Credits: major work for orchestra, chorus or state (e.g., symphony, oratorio, opera, musical, etc.)
 - ☐ Acceptance letter or contract
 - ☐ Manuscript or sample copy of work
 - b) 2-9 Credits: work for chamber ensemble or work of intermediate length for full chorus, orchestra or band.
 - ☐ Acceptance letter or contract
 - ☐ Manuscript or sample copy of work
 - c) 1-3 Credits: Song, solo instrumental work or short octavo choral work unaccompanied or with keyboard or comparable accompaniment.
 - ☐ Acceptance letter or contract
 - ☐ Manuscript or sample copy of work
2. Public Musical Performance
_____ Credit requested with rationale attached.

C. Juried or Invitational Exhibits of Works of Art

- a) 3-12 Credits: one person exhibition
 - ☐ Acceptance letter or contract
 - ☐ Manuscript or sample copy of work
- b) 2-9 Credits: juried exhibitions
 - ☐ Acceptance letter or contract
 - ☐ Manuscript or sample copy of work
- c) 2-9 Credits: invitational exhibitions (an invitation may be considered as a form of juried selections)
 - ☐ Acceptance letter or contract
 - ☐ Manuscript or sample copy of work
- d) 2-9 Credits: commissioned work
 - ☐ Acceptance letter or contract
 - ☐ Manuscript or sample copy of work

D. Other Creative Works

- ☐ Documentation of Participation

(_____ Preparation Time + _____ Presentation Time) ÷ 40 = _____ Graduate Equivalent Credits

Category 5: Independent Study or Field Research

Limited to 6 graduate equivalent credit hours every 3 years

- ☐ Itinerary with planned activities indicated
- ☐ Rationale and benefit to teaching/learning process
- ☐ Summary of benefits and evaluation of project goals following completion of trip

_____ Consecutive travel weeks ÷ 2 = _____ Graduate Equivalent Credits

Category 6: Faculty Exchange/Visiting Professorships**Limited to 6 graduate equivalent credit hours every 3 years**

- ☐ Copy of verified offer.
- ☐ Copy of job description.
- ☐ Verified certification of assignment and hours spent.

Credit applied for:

- ☐ Six hours for 2 semesters.
- ☐ Four hours for 1 semester.
- ☐ Two hours for summer session.
- ☐ One hour for shorter term.

Category 7: Project-Based Experience (Full-Time Faculty Only)**Limited to 6 graduate equivalent credit hours every 3 years**

- ☐ Description of project.
- ☐ Documentation of hours worked

_____ Hours worked ÷ 60 = _____

Category 8: Other**Limited to 6 graduate equivalent credit hours every 3 years**

- ☐ Rationale of value to applicant in terms of professional development for improvement of instruction
- (_____ Preparation Time + _____ Presentation Time) ÷ 40 = _____ Graduate Equivalent Credits)

Applicant's Signature:	Date: Click or tap to enter a date.
------------------------	-------------------------------------

The signature below indicates that the Supervising Administrator has been informed about this proposal and has had the opportunity to provide input.

☒ Recommend ☐ Not Recommend with Comment	Supervising Administrator's Signature	Date: Click or tap to enter a date.
	Comments: Click or tap here to enter text.	

☐ Recommend for # _____ credits. ☐ Not Recommend with Comment	Faculty Development Chair's Signature:	Date: Click or tap to enter a date.
	Comments: Click or tap here to enter text.	

☐ Approved ☐ Not Approved with Comments	Vice President's Signature:	Date: Click or tap to enter a date.
	Comments: Click or tap here to enter text.	

<u>If Approved:</u> Original: Human Resources Office Copy: Faculty Member	<u>If Not Approved:</u> Original: Faculty Member Copy: Supervising Administrator
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/al6/11/14; 6/12/18

Credit to be applied to lane movement must be reported to Human Resources with documentation by February 15.

SECTION III

FACULTY DEVELOPMENT FUNDING

FUNDING FOR INDIVIDUAL FACULTY DEVELOPMENT ACTIVITIES

Policies

1. Activities or projects may be funded for individuals in the categories of training, seminars, workshops, conferences, graduate and undergraduate coursework (tuition and fees) and research or other scholarly activities.
2. ***Faculty development funding cannot be used for tangible goods (books, equipment, etc.) or for membership dues.***
3. Proposals are judged on a competitive basis and are independent of the professional expense reimbursement benefit reserved for each faculty member under the Board/Faculty Agreement.
4. Applications must be filled out completely and have all required supporting documentation before consideration by the committee.
5. The criteria for approval of such activities or projects and related expenditures is that they benefit the individual in the performance of his or her role in the teaching/learning process as it pertains to subject matter expertise, professional performance, cross-cultural awareness or pedagogy.
6. Approval may also be warranted for individuals in the process of retraining for a new role in the teaching/learning process. (Full-Time Faculty Only)
7. Activities funded must be congruent with the ECC Mission Statement and Institutional Goals, as well as individual development goals. The chair will compile a summary report at the end of each academic year that demonstrates the relationship between the college mission and goals and faculty development activities to be kept for accreditation reports.
8. The committee approves or denies funding for each individual proposal. Proposals for funding may be submitted up to one year following the activity. Proposals may also be submitted as early as one year in advance of the activity, with the understanding that proper documentation of expenditures will be required prior to disbursement of funds.
9. The committee approves a maximum amount or reimbursement for an activity, subject to the maximum amount of remaining funds available to that individual in that funding year. All reimbursements are subject to college policies and limits, except that timelines for claims shall be dictated by the Faculty Development Handbook. Funding approved for individual activities is not transferable to other activities. If an activity is cancelled and the date is rescheduled, funds may be applied to the new date. Funds not utilized will remain in the faculty development account. It is the activity that is approved, not the applicant.
10. Faculty are required to file for reimbursement within four months of the approval date or four months of the activity end date, whichever is the later date. Failure to meet the deadline will release the monies back into the general fund.
11. The committee chair prepares an annual budget report to be submitted to the Vice President for Teaching, Learning and Student Development.
12. Faculty beginning their employment half way through the funding cycle are eligible to request one-half of the designated yearly funding.
13. Funding for professional development activities will come from the year's funds in which the proposal was submitted. (i.e. if you submit a proposal in 2017 for an event in 2018, it will come from 2017 funds. If you submit a proposal in 2018 for an event in 2018 it comes from 2018 funds. If you submit a proposal in 2019 for an event in 2018 it comes from 2019 funds).

Procedures

1. Faculty must submit separate proposals for each individual activity or class. For example, each class in a pre-approved graduate program must be submitted individually for funding.
2. Applicant fills out and signs form with copies of all required documentation attached. Receipts are not necessary for approval but must be attached to the Tuition and Travel Claim Form (T&T) when disbursement is requested. If the funding request is for a completed activity, then copies of receipts should be included; if the funding request is for an event in the future, then estimates with rationale/support should be provided.
3. Applicant sends form to Faculty Development Committee via Administrative Support. Each proposal is logged in and stamped with the date.
4. Complete proposals are forwarded to the committee for consideration.
5. If the proposal is tabled by the committee pending additional information, an email will be sent to the applicant detailing the additional information required in order for the application to move forward. If the applicant does not provide additional information within four months from the time of the request, then the proposal will be withdrawn. The applicant may reapply with a new proposal. The new proposal must meet all criteria explained in this handbook.
6. The Faculty Development Committee chair signs approved proposals. An approval letter and Tuition and Travel Claim Form (T&T), including budget codes, are sent to the applicant via e-mail after approval.
7. Applicant completes a request for Tuition and Travel Claim Form (T&T) with receipts attached and sends it to the Administrative Support who maintains budget record keeping. Faculty are expected to maintain their own records of the amount of funding for which they are eligible.
8. Faculty Development Committee Chair sends original Tuition and Travel Claim Form (T&T) to business and finance for disbursement of funds. Business and Finance may request additional information from the faculty member in order to abide by current institutional policies and procedures. Faculty are expected to maintain their own records of the amount of funding they have been approved for, including clarifying expense questions and/or providing additional documentation required by Finance Office.
9. Faculty Development Committee Chair keeps an account of expenditures made and amount remaining in Faculty Development Committee budget.
10. In the event that a planned activity does not take place, the faculty member can request to unencumber the approved funding for that activity. Email the Chair and Administrative Support and provide the name and number of the proposal. Once the T&T has been cancelled, the monies associated with it will be unencumbered and reallocated to the appropriate general fund.

FACULTY DEVELOPMENT - FUNDING FOR ACTIVITY OR PROJECT													
TYPE OF FUNDING: Individual FT Individual UAF Retraining Group													
APPLICANT(S) NAME							DEPT	DIVISION	RELATIONSHIP OF PROPOSAL TO ECC GOALS				
									☐ Identify and expand practices to raise academic achievement and completion.				
									☐ Strategically build and maintain enrollment and purposeful pathways.				
TITLE OF ACTIVITY/PROJECT									☐ Advance relationships that benefit the college, students, and partnering organizations.				
DATE(S) OF ACTIVITY/PROJECT									☐ Instill a culture of service excellence and collaboration.				
CITY/COUNTY OF ACTIVITY/PROJECT													
BRIEF DESCRIPTION OF ACTIVITY/PROJECT													
BRIEF OBJECTIVES/OUTCOMES OF ACTIVITY/PROJECT													
PROPOSED EXPENDITURES													
Published cost of tuition and course description											\$	-	
Published cost of event excluding any membership dues (program must be included)											\$	-	
DATES OF EXPENSES												PRIVATE VEHICLE MILEAGE (attach map backup)	
												Date of Travel Destination # Miles Miles x .545	
BREAKFAST (only enter meals that will NOT be provided)											\$ -		
LUNCH (only enter meals that will NOT be provided)											\$ -		
DINNER (only enter meals that will NOT be provided)											\$ -		
LODGING											\$ -		
AIRFARE / TRAIN / BUS FARE											\$ -		
BAGGAGE (1 BAG LIMIT UNLESS JUSTIFIED)											\$ -		
PARKING/TOLLS											\$ -		
GROUND TRANSPORTATION - ESTIMATE (taxi, airport limo, subway, rental car & fuel)											\$ -		
*OTHER EXPENSES											\$ -	Total Mileage	
ESTIMATED EXPENSES							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	TOTAL ESTIMATED COST:
	NON-MAJ CITY	MAJ OR CITY	NMC - 75%	MC - 75%			Meal Allowances for first and last day of travel are reimbursed at 75% per Administrative Procedure 2.601.						
BREAKFAST	\$8.00	\$10.00	\$6.00	\$7.50			TRAVEL CERTIFICATION: I certify that, in accordance with Administrative Procedure 2.601 - Travel and Business Expenses, the above amount is correct and just; that the detailed items charged for subsistence were actually paid; that the expenses were occasioned by official business or unavoidable delays requiring the stay at hotels for the time specified; that the journey was performed with all practicable dispatch by the shortest route usually traveled in the customary reasonable manner; and that I have not been furnished with transportation or money in lieu thereof for any part of the journey therein charged for. I hereby certify that these are travel expenses incurred by me in the performance of my employment at ECC.						
LUNCH	\$12.00	\$20.00	\$9.00	\$15.00									
DINNER	\$20.00	\$30.00	\$15.00	\$22.50									
Please complete the following:													
Explain the relationship of this activity to your individual goals.													
Explain the relationship of this activity as it might apply to pedagogy, subject matter expertise, professional performance and/or cross cultural awareness.													
NOTE: This information is needed for semiannual committee reports to be provided for administration and accreditation purposes.													
APPLICANT'S SIGNATURE											DATE		
Approved/N at Approved	FACULTY DEVELOPMENT CHAIR (BUDGET OFFICER) SIGNATURE											DATE	
Approved/N at Approved	VICE PRESIDENT SIGNATURE											DATE	

*Committee approval is for funding only. Time/days off must be approved by the Dean.
*An evaluation of the activity may be submitted to the supervising administrator when completed.
*If approved a Tuition and Travel Claim Form will be sent to the applicant by the Administrative Liaison.
*Receipts, agendas, and other documentation of expenses must be attached to the Tuition and Travel Claim Form.
*Incomplete forms will be returned to faculty.
*The Tuition and Travel Claim Form must be submitted to the Administrative Liaison within four (4) months of the date of the activity or four (4) months of the approval date.
*International travel requires documented pre-approval from the President of the college.
Receipts are required when you submit your pre-approved Travel Claim for reimbursement.
Did you remember to include the following with your proposal?
*Detailed description of your Individual Professional Development Goals.
*Detailed impact of this activity on the teaching/learning process.
*Description of your course and tuition.
*Published cost of event (program for event must be included)
For the following included items, please see the administrative procedure for current guidelines:
*Meal costs
*Transportation: You may need to include rationale as to why your transportation choices are the most reasonable for your trip.
*MapQuest/GoogleMaps for mileage requests.
*Published lodging cost (Note: the evening before or the evening of the end of an event may not be covered and you may be asked to provide additional rationale per ECC policy)
*Remember to sign and date your request.

GROUP PROPOSALS (Full-Time Faculty Only)

Policies and Procedures

Faculty members may apply to the Faculty Development Committee for funding of group activities or projects that provide professional growth experiences. Group proposals should include aspects of collaboration between group members. Such proposals are judged on a competitive basis and are independent of the individual professional development and professional expense benefit reserved for each faculty member under the Board/Faculty Agreement. The criteria for approval of such activities or projects and expenditures are benefit to the individual in the performance of his or her role in the teaching/learning process and support of the ECC Mission Statement and Institutional Goals.

Group proposals will be considered twice per year. Proposals are due February 28 and August 31 (if dates fall on a weekend, proposals are due the following Monday). The March meeting(s) will allocate up to one-half of the group funds, and the remaining funds will be allocated at the October meeting(s). If not encumbered in October, funds will be rolled over for individual activities.

Group money will be allocated to individuals within the group. If an individual withdraws from an activity, the money allocated to that individual will also be withdrawn. If an individual would like to be added to an existing group proposal, an amended proposal must be submitted. Additional funds for that group activity will be considered only if group money is still available. An amendment to a group proposal that keeps the total dollar amount unchanged will generally be approved. For example, withdrawing one name and adding another or adding another individual while reducing the amount allocated to each individual will generally be approved. The total amount of money allocated to an individual through group proposals will be limited to the same amount currently in effect for individual funds. Group proposals may be funded up to a maximum of \$5,000 per activity.

Group project proposals are to be submitted by a group of at least three full-time faculty members (one must be a group coordinator), while participation may be open to any number of faculty members. Group faculty development activities are funded for full-time faculty only. Part-time faculty and staff members may participate on a space available or program-needed basis, if justified by the proposed activity. Participants in group projects which have been partially funded as a group under these guidelines may also apply for supplemental funding on an individual basis.

Group projects are to be submitted on the designated form and are to include a tentative itinerary and budget, and a memo outlining the project's merits. Proposal should include description of collaborative outcomes that will be developed/shared with the college community. Group projects will be considered by the Committee on the basis of the project's merits. Priority will be given to projects which:

- directly affect a large number of faculty;
- are interdisciplinary;
- are innovative;
- have a substantial potential impact on students;
- support the college goals;
- provide for a sharing of knowledge, skills, and insights gained with non-participants via workshops, presentations, etc.

Although curriculum development is to be funded by the Administration, the Committee may fund innovative growth activities that provide knowledge and skills that support curriculum development.

ALL Tuition and Travel Forms (T&Ts) for a group proposal must be submitted to the Administrative Support of the Faculty Development Committee before ANY of the T&Ts will be sent on to Business and Finance. T&Ts for group proposals must be filed within four months of the activity or approval date, whichever is later.

SECTION IV

SABBATICAL LEAVE

SABBATICAL LEAVE APPLICATIONS

Full-Time Faculty Policies *(Faculty/Board Agreement – Section 5.7)*

The Board shall grant [up] to 4 eligible, full-time, tenured faculty who shall have appropriately applied for the same sabbatical leave, provided that, in the judgment of the Faculty Development Committee and concurrence of the Board by its resolution, such leave will clearly add to the effectiveness of the faculty member in the performance of his/her responsibilities at the College and/or clearly accrue to the benefit of the College. Refer to 5.7 Sabbatical Leave in the current ECC/ECCFA contract for details.

UAF II Faculty Policies

The Board shall grant [up to] 2 eligible, unit adjunct faculty II who shall have appropriately applied for sabbatical leave, provided that, in the judgment of the Faculty Development Committee and concurrence of the Board by its resolution, such leave will clearly add to the effectiveness of the faculty member in the performance of his/her responsibilities at the College and/or clearly accrue to the benefit of the College. Refer to 8.14 Sabbatical Leave in the current ECC/ECCFA contract for details.

Committee Procedures

- Sabbatical leave proposals for the coming year are due the last Friday of September by 5 p.m.
- Copies of the sabbatical proposals will be provided by the Administrative Support for each committee member for review by the first meeting in October.
- Questions for each applicant will be formulated by the committee. Applicants will be invited to present their proposals in person to the committee at the second and/ or subsequent October meeting(s) and prior to the final evaluation process. When proposed projects have met the basic criteria, they will be judged by Merit.
- Projects that meet the Basic Criteria will then be ranked based on Merit, according to the two-step voting process. Proposals that meet the criteria, but that are not selected through the voting process, may be designated as alternates in case an approved proposal is withdrawn by the applicant. Voting on proposals will follow the presentations. The committee will rank the proposals and send their recommendations forward to the Vice President for Teaching, Learning, and Student Development for recommendations to the Board of Trustees.
- Sabbatical materials, submissions, and names of candidates will not be discussed or shared outside of the committee, except by the committee chair.
- Sabbatical materials will be marked “confidential.”

Basic Criteria

The Committee has determined that the following Basic Criteria will be applied in its decisions, but proposed projects need not meet all these criteria nor be limited to them. These criteria are not in priority order. Attention will be given to proposals which best support the mission and relevant goals and objectives of the college and best promote professional renewal of the recipient.

The Basic Criteria established by the Committee are:

- The proposed project exposes the faculty member to relevant ideas and/or skills.
- The proposed project supports the faculty member’s job description.
- The proposed project provides cultural and/or educational benefits to students and staff, community, or society.

The Merit of those proposals meeting the Basic Criteria will be judged utilizing, but not limited to:

- Projects that provide retraining, allow for research, expose one to cultural diversity, furnish a global perspective, and/or allow exploration of new specialties.
- Projects that allow the application and enhancement of skills or knowledge in an alternate work environment, to complete a program of study, to complete coursework, or to promote instructional innovation and teaching learning strategies that positively impact the classroom setting.
- Projects that benefit large or diverse groups, that benefit people with special needs, or that enrich the quality of life and learning in the college, the community, or society.
- For the awarding of sabbaticals, priority will be given to faculty who have not experienced that type of sabbatical (Summer/Semester) if their proposed project is of comparable merit to the other proposal(s) within their category of submission.

Two-Step Voting Process

1. Determine that each proposal meets the basic criteria:
 - Vote “yes” or “no” on each proposal.
2. Using the approved Sabbatical Leave Voting Procedures:
 - Summer
 - Determine the ranking priority order for summer applicants.
 - Two are selected and the next one in the ranking is the alternate selection.
 - Academic Year
 - Determine the ranking priority for the academic year applicants.
 - Two are selected and the next one in the ranking is the alternate selection.

Sabbatical Leave Voting Procedures (A Pair-Wise Voting System)

1. Prepare one ballot that contains a vote for each of the possible pairs of candidates. For example: if Abe, Bob, Carol and Donna are eligible, the ballot would contain 6 votes, with the order being determined randomly. (Random order on the ballot is important.)

Abe	vs.	Bob
Abe	vs.	Carol
Abe	vs.	Donna
Bob	vs.	Carol
Bob	vs.	Donna
Carol	vs.	Donna

Note:	<u>Number of Candidates</u>	<u>Number of Pairs</u>
	2	1
	3	3
	4	6
	5	10
	6	15
	7	21

2. Each voter circles their choice for each possible pair.
3. The persons(s) designated to count the ballots
 - records the winner of each possible pair, and

➤ counts the number of times each candidate won.

To avoid a tie, an odd number of voters is preferred. The candidate with the most votes wins and is the number one choice, etc.

4. If two candidates have the same number of wins, look at the ballot for those two people and assign the winner the highest priority.
5. In case of a tie between 3 or 5 candidates, an additional vote will be taken, and the top two vote-getters win by simple majority.

Elgin Community College
APPLICATIONS ARE DUE BY 5 P.M. LAST FRIDAY OF SEPTEMBER
CONFIDENTIAL

☐ **Full-Time** ☐ **UAF-2**

SABBATICAL LEAVE APPLICATION

Applications for sabbatical leave will include a well-developed, proposed project, which will clearly add to the effectiveness of the faculty member in the performance of his/her professional responsibilities at the college. Identification of the value to the applicant's professional development and reference to supporting relevant mission/goals/objectives of the college are requested. All dates pertinent to such leave should be included. A comprehensive written report to the College President and the Board is to be submitted at the conclusion of the leave and "...should include, but not be limited to, a summary of the program of study or project, an evaluation of the experience, and (identify) how the results of the leave will be used to improve instruction."

Name: Click or tap here to enter text.

Dept/Division: Click or tap here to enter text.

Date of Appointment: Click or tap here to enter text._____

Completion and Period of Last Sabbatical Leave: Click or tap here to enter text._____

Period of Sabbatical Requested

(Applicant must select either summer or one of the academic year options.)

- ☐ Summer Semester (Full Time Only)
- ☐ Full Year (Half Pay)
- ☐ Fall Semester
- ☐ Spring Semester

Please attach the sabbatical project proposal to this signed application and submit to the Administrative Support by the last Friday in September 1.

Applicant's Signature:	Date: Click or tap to enter a date.
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☐ Recommended ☐ Not Recommended With Comments	Dean's Signature:	Date: Click or tap to enter a date.
	Comments: Click or tap here to enter text.	

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SABBATICAL LEAVE PROPOSAL

All applicants must include a detailed description of the proposed project in the following format which may be supplemented to accommodate unique characteristics of the project. A description of the program and criteria for awarding sabbatical leaves are in the first section of the Faculty Development Handbook. The proposal must be typewritten.

- I. Purpose: Click or tap here to enter text. _____
- II. Project Objectives (Please indicate those objectives which meet Committee criteria)
 - A. Personal Objectives: Click or tap here to enter text. _____
 - B. College Related Objectives (Cross reference relevant college goals and/or departmental objectives): Click or tap here to enter text. _____
- III. Project Description
 - A. Plan of Action: Click or tap here to enter text. _____
 - B. Time Frame: Click or tap here to enter text. _____
- IV. Project Benefits/Projected Impact on Instructional Program, including specific follow-up activities currently planned. Click or tap here to enter text. _____
- V. List all supporting documentation, such as a letter of acceptance from a graduate school, an offer from a place of employment, or explanatory brochures and registration information. A copy of each document must be attached to the proposal.
Click or tap here to enter text. _____

SABBATICAL LEAVE APPROVAL FORM

Applications have been reviewed by the designated administrators for purposes of information and planning. Committee approval and Board Concurrence are required for the granting of sabbatical leave.

Faculty Member's Name: Click or tap here to enter text. _____

Division and Department: Click or tap here to enter text. _____

Date Submitted: Date _____

Term of Sabbatical Leave:

- ☐ Summer Semester (Full Time Only)
- ☐ Full Year (Half Pay)
- ☐ Fall Semester
- ☐ Spring Semester

☐ Recommended ☐ Not Recommended With Comments	Faculty Development Chair's Signature:	Date: Click or tap to enter a date.
	Comments: Click or tap here to enter text.	

☐ Recommended ☐ Not Recommended With Comments	Vice President's Signature:	Date: Click or tap to enter a date.
	Comments: Click or tap here to enter text.	

☐ Approved ☐ Not Approved With Comments	Chair, Board of Trustees' Signature:	Date: Click or tap to enter a date.
	Comments: Click or tap here to enter text.	

☐ Contract Issued	Chief Human Resources Officer:	Date: Click or tap to enter a date.
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/al-6/11/14; 6/12/18