

Services for Faculty and Staff

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Professional Development Opportunities for Faculty and Staff

The Office of Professional Development offers a variety of learning activities to encourage the professional and personal development of CPCC faculty and staff. Some of the activities include:

- Orientation for New Faculty and Staff
Information: <http://www.cpcc.edu/pd/training/required-training>
Contact: Libby Vagnoni at 4273
- Orientation for New Part Time Faculty
Information: <http://www.cpcc.edu/pd/part-time-faculty-employees/part-time-faculty-resources>
Contact: Libby Vagnoni at 4273
- Online Training
Information: LearnerWeb
Contact: Libby Vagnoni at 4273
Jerry Picker at 6368
Teeku Patel at 6372
- Face-to-Face Training
Information: CPCCProfDev@cpcc.edu
Contact: Diann Back at 4392
Libby Vagnoni at 4273
Jerry Pickler at 6368
- Leadership Development
Information: <http://www.cpcc.edu/pd/leadership>
Contact: Diann Back at 4392
- Faculty Development Courses
Information: <http://www.cpcc.edu/pd/training/new-faculty-development-course>
Contact: Vacant Position
- Part Time Faculty Certification
Information: <http://www.cpcc.edu/pd/part-time-faculty-employees/part-time-faculty-certification>
Contact: Vacant Position
- New Faculty Course: A Year of Reflective Growth
Contact: Karen Merriman at 6796
- New Directors' Training
Contact: Diann Back at 4392
- Customized Workshops
Contact: Diann Back at 4392
- Professional Development Lending Library
Information: <http://www.cpcc.edu/pd/training/pd-library>
Contact: Karen Streppa at 6351

- Recognition and Awards
Information: <http://www.cpcc.edu/pd/awards-and-recognition>
Contact: Karen Streppa at 6351
- Learning Outcomes and Assessment
Information: <http://www.cpcc.edu/learningcollege/learning-outcomes>
Contact: Sally Whitten at 6038
- ePortfolio
Contact: Debbie Lord at 6351
- Faculty and Staff Wellness
Information: <http://www1.cpcc.edu/bewell>
Contact: Libby Vagnoni at 4273
- Internal Certificates/Soft Skills
Information: <http://www.cpcc.edu/pd/training/internal-certificates> (soft skills)
Contact: Diann Back at 4392
- Internal Certificates/MS Office and Project Management
Information: <http://www.cpcc.edu/pd/training/ms-office-internal-certificates> (MS Office Skills)
Contact: Libby Vagnoni at 4273

Travel

The CPCC Foundation provides funds for faculty and staff travel to conferences and workshops. These funds are overseen by the Professional Development Advisory Committee made up of faculty, professional staff, administrators, and classified staff.

The College Senate has additional funds for faculty and professional staff to travel to conferences and workshops. The College Senate Educational Resources Committee oversees these funds.

Guidelines for Travel

- Funding is available to all full-time and part-time CPCC employees.
- Travel requests that directly relate to recertification or reaccreditation of a program or individual will be given first priority.
- First-time applicants, presenters at conferences, and officers of the sponsoring organization directly involved in planning the conference will be given priority.
- Conferences and workshops must be directly work-related and specific to the mission of the College. - The maximum amount that will be awarded is \$1,500 per individual per trip. Any amount over \$1,500 will be the responsibility of the traveler. Additional funding sources may be utilized.
- Maximum benefits received over three fiscal years is \$3,000. Upon reaching the maximum dollar award, applicants must wait one fiscal year before re-applying for funding.
- Where more than one individual from a department is requesting travel funds for the same event, the department may be awarded up to \$3,000. The department may allocate this amount among the applicants to get the maximum benefit.
- Out-of-country travel is prohibited due to NCCCS funding regulations. This includes Alaska, Hawaii, and Puerto Rico.
- Funding awards cover transportation, lodging, meals, and registration.
- Upon return from funded travel, attendees are expected to "give back to the College" in some way. Presenting conference information to your department or unit, or volunteering at a college function during the fiscal year in which the travel took place are just two examples of ways to "give back."
- Employees may request a maximum of one (1) out-of-state trip and one (1) in-state trip per fiscal year.
- Funding to attend the same conference in consecutive years is not guaranteed. -
- Individuals who submit their application for funding after attending an activity are not guaranteed an award.
- Travel must occur within the current fiscal year.
- In order to expedite the application process, the Request for Authorization to Travel form must be attached to the application for funding when presented for signatures.

Following are sample applications for travel from the Professional Development Advisory Committee and from the College Senate.

Note that the applicant, his immediate supervisor, his dean, and vice president must sign the application before it can be submitted for consideration.

Applicants are urged to get their paperwork completed early in order to be considered for funding. Last minute applications are not guaranteed funding.

Return-to-School

CPCC encourages its employees to upgrade their education. Depending on the availability of funds, the college often supplements the cost of an employee's tuition through a program called Return-to-School overseen by the Professional Development Advisory Committee.

It's important for employees and their supervisors to understand the application process before applying for funding to "go back to school".

- If an employee intends to get an advanced degree, he may be entitled to a raise upon completion of his degree. To start the process, the employee must complete an **Application for Advance Approval of Educational Advancement** available on the CPCC Human Resources website. For approval, it is important that the degree is directly related to the employee's work at the College. A copy of the Application for Advance Approval of Educational Advancement follows this page.
- After receiving approval to pursue an advanced degree, the employee may apply for Return-to-School funds if they are available for the current fiscal year. The Return-to-School application is available on the Professional Development website at <http://www.cpcc.edu/pd>. A copy of the application is included in this section of the New Directors' Handbook. Please note that the applicant needs his supervisor's signature, his dean's signature as well as his vice president's signature before submitting the application to the Professional Development Advisory Committee.
- After an employee completes a degree, he must submit an **Application to Receive Educational Advancement**. This is found on HR website.
- The deadlines for applying for Return-to-School funds are September 30 and January 30. Applications received after these dates will not be considered for funding. Funding for summer school is typically not available.

The Office of Professional Development sponsors a large Doctoral Research Group for employees who are thinking about enrolling in a doctoral program or who are actively pursuing a doctorate.. It is open to full and part time employees. This group usually meets once per semester. Announcements about the meetings usually go out as broadcast emails.

Other Professional Development Opportunities

Free Curriculum or Self-supporting Class

Full-time employees are eligible to take either one free curriculum class or one self-supporting class per semester tuition free. Employees are responsible for purchasing their texts and supplies for the “free” class. Employees must have worked at the College for an entire year prior to applying. Spouses and children who wish to take a class are eligible to receive a 50% discount on tuition. A Request for Scholarship for Spouse and/or Dependent form follows. The employee, his spouse, and children all use the Request for Scholarship (Tuition discount) for Spouse and/or Dependent. In addition, a CPCC Employee Request to Enroll for a Self-Supporting Course follows.

Innovation Grants

Innovation Grants up to \$2,000 assist programs/units with the creation of innovative programs or services and to facilitate improvement, change, or growth within instructional, administrative, and student service units. The funds are overseen by the Innovation Grant Committee. Applicants are requested to complete a request form and come to the Innovation Grant Committee meeting for a short interview on the aspects of the proposal. If the committee recommends a proposal for funding, it goes to the appropriate council for consideration. If the council approves, the vice president takes it to Cabinet where it is either approved or turned down. If approved at the Cabinet level, the executive vice president sends a congratulatory e-mail to the applicant requests that a budget be set up with the requestor as budget manager. Recipients of Innovation Grants have two months to begin using the grant money. The project must be completed within two years of the award date. Extensions are granted in extenuating circumstances. An Innovation Grant Application follows.

Fitness Centers

Full and part time faculty and staff have access to fully equipped fitness centers at the Levine and North Campuses. A CPCC ID card is required to use the facilities. Locker rooms and showers are provided. Faculty and staff need to bring their own locks and towels. Hours of operation vary from campus to campus.

The Central Campus Fitness Center is located in the Taylor Building but is temporarily closed while the building is being renovated.

Students have access to all CPCC Fitness Centers during regular operating hours.

LearnerWeb

LearnerWeb is the automated management system for oversight of professional development offerings and training developed by other departments throughout the CPCC. Employees can register for a class, check their training history, and find a class from their computers. Supervisors are able to retrieve reports easily from LearnerWeb. If there is a problem with retrieving information from LearnerWeb, please contact Jerry Picker at 6368.

Special Events / Projects

The Office of Professional Development often joins with other departments within the College to provide special events or to work collaboratively on unique projects. Recent projects included:

- MS Office 2007 College-wide Training
- Electronic Class Attendance Training
- Career Ladders (MS Office 07 Skills) for Administrative Support Personnel
- North Carolina State University Department Chair Institute
- 2010 CPCC Learning College Showcase