

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
Criteria and Procedures for Use of Professional Development Funds
For **Part Time** Instructors & Professional Staff

The Professional Development Committee recommends that CBA Professional Development Funds for part time instructors and professional staff be distributed as follows:

1. **Eligibility Requirements:** Part-time lecturers who have taught at least 18 credit hours in the Community College System and non-teaching part-time professionals who have worked at least nine hours per week for at least three (3) consecutive semesters are eligible for professional development.

2. **APPROVED requests:** Professional Development requests will be reimbursed on a semi-annual basis and are contingent upon available funding. The maximum allowable reimbursement for professional development requests is **\$ 100 per academic year**. Additional reimbursements for requests exceeding \$ 100 **MAY** be made at the end of the Spring semester contingent upon available funding. The fall semester runs from July 1 through December 31 and the spring semester runs from January 1 to June 30.

3. **Expense reimbursements** are limited to the total funding provided each year by the Board of Trustees of Connecticut Community-Technical Colleges and the Congress of Connecticut Community Colleges and are distributed on an equitable basis. Any excess funds remaining from the fall semester will be applied to the spring semester.

4. **Reimbursement requests** (Form CO-17XP) and required receipts must be submitted to the Dean of Administration's Office no later than **December 18 for the Fall semester and May 14 for the Spring semester**. Reimbursement requests received after these deadlines will not be processed.

5. In the case of leaves requiring use of a privately owned vehicle, the following applies: an employee must carry insurance for a minimum liability of \$50,000/\$100,000 and \$5,000 in property damage or, in lieu thereof, a minimum of \$100,000 for liability for bodily injury and property damage. **A Copy Of Insurance Coverage Must Be On File In The Office Of The Dean Of Administration Prior To Travel Taking Place.**

6. For travel or activity during June, contact the Dean of Administration in order to make arrangements for processing a June reimbursement request.