Professional Development Sub-Committee
of the Teaching and Learning Committee
Description and Procedures

Professional Development is defined as an activity/event that increases an employee’s knowledge or skill level to perform one’s professional responsibilities. The activity/event may involve, but is not limited to: continuing education in one’s discipline, higher education issues and national trends, and/or topics pertaining to university operations.

Sub-Committee Purpose:
The Sub-Committee is allocated a fiscal year budget. The purpose of the Sub-Committee is to grant money to NMSU-A employees (Regular and Part-Time Temporary, Faculty, Exempt Staff and Non-Exempt Staff) for the purpose of professional development. The Sub-Committee works within the confines of the budget.

Membership:
Members serve staggered two-year terms. (For the first year, at least 2 members will serve three-year terms.) A member may serve up to two consecutive terms. After serving, a member must wait at least one two-year term before resuming membership.

One representative from the following constituencies:
- Exempt Staff
- Non-Exempt Staff
- Arts and Sciences Division Faculty
- Career and Technology Division Faculty

The Sub-Committee will meet within 2 weeks of receiving an application to review material and make a decision regarding award.

Awards:
All awards must follow the purchasing regulations of the university.

Requirements:
- The activity/event must support NMSU-A’s Strategic Plan.
- These funds are intended to supplement division and department funds. Departments/Divisions are required to provide budget index as a remaining funding source.
- Awards will be determined based on the maximum benefit for the individual(s) and the university.
- Each constituency group (Regular Faculty; Part-time temporary Faculty; Regular and Part-time Exempt Staff; and Regular and Part-time Non-Exempt Staff) should have at least one professional development event funded.
Requirements (cont.):

- In the event that a member of the Professional Development Sub-Committee is requesting funds for an event, that member will recuse herself/himself from deliberations and voting on that request.

Award Amounts:

- Awards may be for all or part of the expenses to include:
  - Travel/Rental Car
  - Lodging
  - University Classes
  - Attendance Fees
  - Misc. Expenses (per regulations)

- Presenters – up to 90%
  - Individual
  - Group participant

- Attendees – up to 80%
  - Attending
  - Receiving an award

- No Department Budget – up to 100%
  - In the event that an employee’s sponsoring department does not have a professional development budget, the request will be considered for up to the full amount.

Guidelines:

If an employee is receiving professional development funds from the sub-committee, he/she has an obligation to:

- Present or return information to the campus within three weeks of the end date of the event
- Report to the Sub-Committee, through his/her supervisor, the intended plan to share this information. The plan could include:
  - Campus workshop
  - Presentation
  - Written report
  - Personal conversations, or other means of communication, with those who could profit by the information

Documents/Information needed:

Application must be submitted to the Professional Development Sub-Committee. After it is reviewed, the application will be forwarded to the Business Office.

Application packet must be accompanied by:

- Explanation of the event and your participation (presenting, attending, etc.)
- Funds needed
Documents/Information (cont.):
  o Department’s/Division’s contribution
    ▪ Supervisor’s letter of approval
    ▪ Department Index Number (Check w/division Administrative Assistant or Division Head)
  o Personal contribution
    • Supervisor must follow-up with Teaching and Learning Committee on the presentation method to share event material with the campus

NOTE: If the request is $100 or less, use PD FORM 2 which does not require a letter of support from Supervisor. If the request is approved by committee, full amount is awarded.

Assessment
The Sub-Committee will provide an assessment report to the President through the Chair of the Teaching and Learning Committee with the assistance of the Director of Assessment before the end of the spring semester. Assessments described in the report may include:
  • Numbers of people served
  • Types and numbers of events funded
  • Monies spent
  • Expected vs. real outcomes
  • Relation to Strategic Plan