Northern Virginia
Community College

Professional Development Plan

2014 - 2015
## NOVA Professional Development Plan FY015

### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goals</td>
<td>2</td>
</tr>
<tr>
<td>Groups Served</td>
<td>2</td>
</tr>
<tr>
<td>Funding Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Funding Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Allocation and Distribution of Funds</td>
<td>3</td>
</tr>
<tr>
<td>Program Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>New Initiatives FY015</td>
<td>4</td>
</tr>
</tbody>
</table>

**College Level Funding**

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Tuition Assistance</td>
<td>4</td>
</tr>
<tr>
<td>Classified Tuition Assistance</td>
<td>5</td>
</tr>
<tr>
<td>Job-related Non-Degree Tuition Assistance Program</td>
<td>5</td>
</tr>
<tr>
<td>College-Wide/In-Service Initiatives</td>
<td>5</td>
</tr>
<tr>
<td>PUP Conference</td>
<td>5</td>
</tr>
<tr>
<td>Teaching Institute (CETL)</td>
<td>6</td>
</tr>
<tr>
<td>Classified Staff: Appreciation /Professional Development Day</td>
<td>6</td>
</tr>
<tr>
<td>Emerging Leader Program</td>
<td>5</td>
</tr>
<tr>
<td>Practical Project Management Program</td>
<td>6</td>
</tr>
<tr>
<td>Certified Administrative Professional (CAP) Exam Prep Program</td>
<td>7</td>
</tr>
<tr>
<td>Required Certification/Recertification/Trades &amp; Apprenticeships</td>
<td>7</td>
</tr>
<tr>
<td>Allied Health &amp; Nursing Required Licensure Renewals (Medical Campus)</td>
<td>8</td>
</tr>
</tbody>
</table>
Police Department..............................................................................................................8
Compliance Training.........................................................................................................8
Work-Life Balance Programs..............................................................................................8
Job Related Competency Training and Professional Development ..........7

Campus Level Funding
Professional Conferences and Meetings.................................................................8
Adjunct Faculty Orientation...........................................................................................8
Adjunct Faculty Grants....................................................................................................9
Programs Offered Through VCCS.................................................................................10

Attachments:
- Professional Development Funding Contact Directory
- NOVA College-Wide Professional Development Initiatives
- Request for Funding of In-Service Professional Development Events
  - Information and Procedures
  - Form
- NOVA Professional Development Activity Application
  Information and Procedures
  Form
- Comparative Chart – Central PD funding allocation
- Campus Allocation – PD funds FY 2015
GOALS

The Professional Development Budget Plan provides funding for group participation at the College level to strengthen job competencies and promote overall professional development. The plan is also designed to be supportive of campus-specific programs and campus specific requests by faculty or staff who wish to participate in professional development activities such as conferences, peer group meetings, and VCCS programs.

The Plan works in concert with the Virginia Community College System (VCCS) faculty and classified professional development opportunities. Faculty and staff are encouraged to take advantage of funding offered at all three levels: System (VCCS), College, and Campus.

Groups Served

Teaching Faculty: These are full-time teaching faculty members—including assistant deans and program heads—who are traditionally on 9-month appointments. Their duties include presenting educational courses approved by the College in an appropriate discipline. They are assigned the faculty rank for which they qualify.

Administrative Faculty: Directors, Deans, Coordinators are administrative faculty and are employed on a 12-month basis. They are assigned the faculty rank for which they qualify.

Professional Faculty: Professional faculty personnel include counselors and librarians. They have continuing responsibilities and are generally appointed to 12-month positions. They are assigned the faculty rank for which they qualify.

Adjunct Faculty: Adjunct faculty members are part-time teaching faculty who are assigned partial teaching loads and must be appointed each semester they teach. They are assigned the faculty rank for which they qualify.

Classified Staff: Classified professional members are employed on a 12-month basis. Classified exempt employees include, among others, Directors, Coordinators, administrators and technicians such as accountants, buyers, information officers, human resources analysts, systems analysts, and A/V technicians. Classified non-exempt employees include; Administrative support professionals, such as office services assistants and executive secretaries; skilled craft workers such as plumbers and electricians; service and maintenance workers, such as carpenters, computer operators, housekeeping workers, and physical plant workers. Large sub-groups may be identified for specific developmental programs.
FUNDING CONCEPTS

Funding for development of NOVA’s work force is an investment critical for future growth and progress of the College. Allocated funds will not to be diverted without approval by Administrative Council, which may adjust budgets when faced with significant changes such as withdrawal of funds by the Commonwealth.

This Plan uses funds at both the College and Operating budget level. As NOVA's principal cost is for salaries, use of a percentage factor tied to this variable is appropriate for the college level. Operating funds in the amount of one quarter of one percent (0.25%) of the Total State M&O salary budget will be allocated to professional development. In addition, it is the goal of the College that 2% of the operating budgets allocated to campuses and college staff units will be dedicated for professional development.

FUNDING PROCEDURES

ALLOCATION AND DISTRIBUTION OF FUNDS

Prior to each fiscal year, an overall budget for Professional Development is approved by the Administrative Council. The planned budget year supports a series of programs, events, speakers, and training. The Vice President and Chief Administrative Officer allocate funds to the Associate Director of Human for use and implementation of the Professional Development Plan.

Professional Development Funds will be disbursed to each campus operating budget. Allocations to divisions and departments are made at the campus level. All faculty and staff expenditures are tracked by the Provost’s office or designee and reported to Human Resources, Training and Professional Development Unit on a quarterly basis.

Local Funds as a percentage of operating funds will be specifically reserved for campus/College staff programs, such as workshops, grants, and other activities approved by the Administrative Council Members for professional development. These funds may not be diverted to other programs unless directed by the president and Administrative Council.

PROGRAM EVALUATION

Participant surveys are used to evaluate professional development programs and events operating within the Plan. Assessments will be conducted periodically by the Director of Human Resources or designee. Information obtained from both structured and informal evaluations assists the Associate Vice President of Human Resources and the Vice President and Chief Administrative Officer in the preparation of the Professional Development Budget proposal that is submitted to the Administrative Council.
New Initiatives FY015

The Professional Development Committee (FY014) approved Professional Development Funding for several new programs for FY015. The Emerging Leader Certificate Program; the Certified Administrative Professional Exam Prep Program; the Teaching Institute Program housed in the Center for Teaching Excellence and Learning (CETL). In addition, Professional Development funding for Adjunct Faculty participation in VCCS New Horizons 2015 conference has been incorporated as a line item in FY 015 Professional Development Plan.

The Professional Development Committee approved a special budget allocation under the general tuition assistance rubric for full- time faculty and full- time staff who have terminal degrees and are interested in pursuing non-degree, job- related Accreditation, Continuing Education Credits and/or professional (re)certification. Please note that employees are eligible to pursue this avenue after they have passed their probationary period. Also, keep in mind that Education Assistance remains at $1,900 per fiscal year and can only be applied to either Tuition Assistance under the VCCS Policy (enrolled in an accredited institution of Higher Education) or a non-degree professional (re)certification.

The Professional Development committee is committed to prudent financial stewardship. In an effort to have sufficient funds available for the Job-Related Non-Degree Tuition Assistance pilot program, the committee no longer supports using Professional Development Funds to cover expenses for breakfast, door prizes, T-shirts or other promotional items.

BUDGET WITH PROGRAM DESCRIPTIONS

College Level Funding
Institutional Programs and Professional Development

Funding Point of Contact: Professional Development Committee, Administrator: Human Resources Department

Tuition Assistance—HR, Administrative Support Team
College-wide initiatives and Professional Development Programs—HR, Training and Professional Development

Faculty Tuition Assistance FY15 Budget $102,500

Funds are available to assist full time faculty with tuition expenses incurred for degree-related and job-related courses at accredited colleges and universities. This coursework will help faculty members perform more effectively in their classrooms, complete advanced degrees required for advancement, or prepare them for positions of higher-level responsibility at NOVA.

The Tuition Assistance policy and procedures are outlined in the Faculty Handbook at http://www.nvcc.edu/resources/fachandbook/ and in the Adjunct Faculty Handbook at http://www.nvcc.edu/resources/adjhandbook/
A Summary statement is available at the Human Resources website:  
http://www.nvcc.edu/faculty-and-staff/human-resources/professional-development/index.html

This category is funded at the College level. Contact Human Resources, the Administrative Support Team.

**Classified Tuition Assistance**  
**FY15 Budget $100,000**

Local Funds are available to assist classified staff with tuition expenses incurred for degree-related, job-related, technology-related and other courses at accredited colleges and universities. This coursework will help classified staff members be more effective in their current positions or prepare them for positions of greater responsibility at NOVA.

The Tuition Assistance policy and procedures are outlined in the Classified Handbook  
http://www.nvcc.edu/resources/cehandbook/  
A Summary statement is available at the Human Resources website:  
http://www.nvcc.edu/faculty-and-staff/human-resources/professional-development/index.html

**Job Related Non-Degree Tuition Assistance Program: Continuing Education credits, Professional (re)Certification**  
**FY15 Budget $20,000**

Full time faculty and full time staff who have passed their probationary period and who wish to pursue a job-related professional (re)certification or maintain their professional credentials may apply for job-related tuition assistance.

The tuition assistance policy and procedures as outlined above apply to the Job-Related Tuition Assistance Program. Please submit form for Educational Assistance (NOVA Form 105-043). Managers/Supervisors please submit a justification statement as to the need for Job-Related Non-Degree Tuition Assistance and attach to the form.

Contact Human Resources, at AskHr@nvcc.edu.

**Total Institutional Tuition Assistance:**  
**FY15 Budget: $222,500**

**College-wide /In-Service Initiatives**  
**FY15 Budget $40,000**

Funds will be used to underwrite and promote professional development activities for groups of college employees that result in enhanced teaching, strengthening of on-the-job competencies, increased productivity, and improved services. Priority will be given to projects that support the college’s Strategic Vision 2015, the Achieving the Dream Initiative, and specific in-service professional development and learning days.

These funds may be requested by academic deans, department directors, unit managers and committee chairpersons. Requests for college-wide/in-service initiatives need to be submitted for pre-approval to the Training and Professional Development unit. The request needs to include, among others, an event program description and evaluation
criteria (See forms: College Wide Initiatives Request Form or In-Service Professional Development Funding Request Form).

This category is funded at the College level. Contact the Training & Professional Development Unit for assistance with funding.

**PUP Conference**

**FY15 Budget $25,000**

Funds support a two-day conference event at the start of the spring semester, including guest speakers, stipends for keynote speakers, materials for workshops, group and cluster meetings, and a working lunch for faculty.

This category is funded at the College level. Contact the Training & Professional Development Unit for assistance with funding.

**Teaching Institute, CETL**

**FY 15 Budget $9,000**

The Center for Excellence in Teaching and Learning offers a wide range of programs for teaching faculty and staff. The Teaching Institute offers a year-long New Faculty First Year Teaching Experience, among other programs.


**Classified Staff Appreciation/Professional Development Day**

**FY15 Budget $16,000**

Funds support keynote speakers, workshop materials, and a working lunch for classified staff for professional development, team building, and sharing of ideas. This event may be held at all campuses, or by region, or at one central location.

**Emerging Leader Program**

**FY15 Budget $23,600**

The Professional Development Committee approved NOVA’s *Emerging Leader Program, a five session course*, as a pilot program for FY015. It is intended for front line supervisors, supervisors who are new to NOVA, and for those supervisors and managers who wish to strengthen their leadership competencies. (Program costs $589 per participant. Maximum participants: 20 per course). Offered in the Fall and in the Spring.

The College reserves the right to require your department or division to reimburse the College when participants do not meet the attendance requirements for this program.

**Practical Project Management Training**

**FY 15 Budget $20,000**

This five-session course introduces participants to basic principles of project management methodology and is offered in Fall and Spring. Participants learn to plan, measure, and report projects for NOVA by applying it to a current NOVA project. Participants are required to attend all five sessions to receive a certificate of completion.
The College reserves the right to require your department or division to reimburse the College when participants do not meet the attendance requirement.

**Certified Administrative Professional (CAP) Exam Prep Program**

**FY15 Budget: $12,000**

The PD committee approved offering four professional development skills building program for Administrative Professionals for FY015. The CAP program offers a series of courses designed to focus specifically on the CAP Exam Guidelines as provided by the International Association of Administrative Professionals, and are mapped around specific competencies: communication, organization and planning, information distribution, records management, physical and information resources, document production, financial functions.

**Compliance Training**

**FY15 Budget $8,000**

While mandatory training is to be completed through the online learning management system, NOVA Academy, such training may be supplemented by on-site workshops. Guest speakers and government agencies may be invited to provide face-to-face compliance training or such training will be made available through webinars.

**Required Certification / Recertification Training**

**FY15 Budget $35,000**

- **Heartsaver First Aid:** Healthcare Provider-Basic Life Support (BLS) CPR and renewal; Heartsaver AED/CPR and other required applicable certification/recertification training. Such classes are offered through Workforce Development via contract training or through open enrollment participation.

Police, Deans, program heads, or managers need to contact the Medical Campus, Workforce Development point of contact for information on availability of classes. (April J. McMullen-Eldert Medical Campus, Workforce Development, at amcmulleneldert@nvcc.edu). Submit completed training request, as per Workforce Development guidelines, to Human Resources, Training and Professional Development unit for final approval.

- **Trades & Apprenticeships Certification and Training**

Funds permit facilities and maintenance employees to attend training and receive county or state licenses or certificates required in their fields for advancement or job qualification. Typically courses in plumbing, electrical, carpentry, welding, air conditioning, safety, etc. fall into this category when not offered by an accredited institution of higher learning.

- **Re- Certifications/Licensure Renewals required by law or by licensing boards.** Contact Training & Professional Development for assistance with funding.

*For Continuing Education and job related Professional certifications/re-certifications that are not tied to licensure boards or not tied to requirements by law, Continuing Education funds may be requested under Job-Related Non-Degree Tuition Assistance (see page 5).*
Medical Campus. Allied Health and Nursing CEU Required Licensure Renewals  
**FY15 Budget $15,000**

Continued competency regulations have gone into effect for all RN’s and LPN’s as of August 1, 2013. As such, licensure renewals based on regulations and core job requirements will be covered through Professional Development. For details, please contact the Medical Campus, Provost Office.

For certifications/re-certifications that are not tied to licensure boards or not tied to requirements by law, Job Related Non-Degree Tuition Assistance may be requested (see page 5).

**Police Department  
**FY15 Budget $20,000**

These funds are to be used for the NOVA Police Department to assist in the reimbursement of costs associated with NOVA police staff attending the Northern Virginia Criminal Justice Training Academy and thus maintaining required certifications.

This category is funded at the College level. Contact the Professional Development Unit for assistance with funding.

**Work - Life Balance Programs  
**FY15 Budget $3,000**

Funds will support employee awareness and participation in work/life activities and workshops in wellness related topics such as stress management, life after a stroke, caregiving support.

Such programs are offered in addition to the Commonwealth of VA CommonHealth campus-based programs and the programs offered through the Commonwealth’s Employee Assistance Programs.
Job Related Competency Training and Professional Development FY14 Budget $30,000

Funds support College Staff registration and lodging (base Commonwealth of Virginia rate), to workshops and seminars. Typically, training topics include VCCS related conferences and programs, budgeting, accounting, purchasing, HR competency skills building, administrative professional skills building workshops, conferences, seminars, and other job related skills training.

Adjunct Faculty Grants FY15 Budget $10,000

Professional development grants are offered to Adjunct Faculty based on established award selection criteria. Adjunct faculty members will submit proposals to their Dean or the Provost’s office in order to obtain approval. The Professional Development Committee Chair or delegate will announce a call for project proposals during the fall semester. The Professional Development Committee reviews the proposals and selects the recipients. Recipients of a Grant Award will receive the funds upon completion of the activity described in the proposals and in accordance with state policies and procedures and the budget process.

Total Institutional Programs and Professional Development FY15 Budget $266,600

Total College Level Funding FY15 Budget $489,100

Campus Level Funding Faculty and Classified Staff

Funding Point of Contact: Campus Provost and Division/Departments

Professional Conferences and Meetings FY015

Faculty/Staff FY15 $75,600 Adjunct Faculty FY15 $23,300.

Total: FY15 Budget: $98,900

Funds are made available to support the attendance of individual faculty members and classified staff to conferences, professional meetings, and programs that strengthen job related/discipline related competencies. This includes New Horizons Conferences, and para-professional conferences.

This category is funded at the campus level. College funds are disbursed into the campus operating budget.

To obtain funds, fill out NOVA Professional Development Activity Application Form. Submit the completed application to your Division Dean, immediate supervisor or the provost’s office (see attached form: NOVA Professional Development Activity Application).
Adjunct Faculty

**Adjunct Faculty Orientation**

**FY15 Budget $20,000**

Funds support campus sessions that introduce adjunct faculty to College practices, procedures, benefits, and the mission and policies of the College.

Contact: Campus Provost for information. Each campus works within their campus professional development budget for this campus event.

**Adjunct Faculty – New Horizons**

**FY15 Budget $3,300**

Twelve Adjunct Faculty will receive Professional Development funding to participate in the 2015 New Horizons Conference. Alexandria, Annandale, and Loudoun may each select three Adjunct Faculty members to participate in New Horizons. Manassas and the Medical Campus may each select two Adjunct Faculty. NOVA Total: 12 Adjunct Faculty receive PD funds to attend the 2015 New Horizons Conference.

For details on the selection process, please contact the provost office of your home-campus.

**Total Campus Level Funding**

**FY13 Budget $98,900**

**Total Professional Development Budget Plan**

**FY15 Budget $588,000**
Professional Development Activity Request
FY15 Information and Procedures

Eligibility:

- Full-time faculty and classified P-3 staff are eligible to receive professional development funding.
- The theme/topic of the activity (seminar/workshop/conference) must be job related or prepare the employee for positions of greater responsibility within NOVA. The activity must not be offered in a similar format and/or level seminar, workshop, or mini-course within NOVA.

Funding covers (travel and meals may be covered under campus PD funds):

- Registration for the event
- Hotel/lodging per NOVA travel policies and procedures

Central Professional Development Funds do NOT cover:

- Mileage
- Travel
- Meals

Submission Application Deadline:

In order to ensure full consideration, funding requests must be received at least 14 business days before the closing of the registration date for the event. If the application is not received in this manner, funding may not be approved.

Completing the Application Form:

- Include activity/event title, location, dates of activity (include travel days as needed), and registration fee.
- For the registration amount, make sure to highlight or underline the registration amount that is appropriate to you (i.e. discounted rate for members. If not a member, the applicable rate). Do NOT include membership fees.
- Attach the conference/workshop brochure.
- Attach a copy of estimate or actual reservation of the designated conference hotel (with rate).
  - NOTE: lodging may not exceed the Commonwealth of VA rate.

Email the completed application to Trace Main, Associate Director of Organizational Learning & Development, at tmain@nvcc.edu.
FY15 Professional Development Activity Application

Date: ______________

<table>
<thead>
<tr>
<th>Name:</th>
<th>Employee ID:</th>
</tr>
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<tbody>
<tr>
<td>Classification: [ ] FT Faculty  [ ] Classified P-3</td>
<td>Title:</td>
</tr>
<tr>
<td>Campus:</td>
<td>Department/Division:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Email Address:</td>
</tr>
</tbody>
</table>

Professional Development Activity

Title of conference/seminar/workshop: ______________________________________

Location (city/state): _______________________

Dates of activity: from________ to___________

Registration Fee:  [ ] Member Fee_________  [ ] Non-member Fee: _____________

Lodging:

<table>
<thead>
<tr>
<th>Number of nights</th>
<th>Daily Rate</th>
<th>Tax Rate</th>
<th>Required surcharges</th>
<th>Total lodging</th>
</tr>
</thead>
</table>

In a short statement, indicate/describe below how participation in this activity will benefit your professional goals, improve your performance at your present job, and/or the overall quality of your professional development at NOVA. *Attach official conference/workshop brochure and other relevant information (hotel information and rate) as supportive documentation.*

Total PD Activity Request for registration and lodging: $________________

Applicant signature: __________________________  Date: ______________

By signing this document, I acknowledge that I have read and understand the instructions for this application. Application must be complete to be considered for approval.
**Management Review Section**

All requested supporting documentation must be attached to this application. Incomplete applications will not be approved.

**Immediate Supervisor Action:**

☐ Approve  ☐ Deny (state specific reasons for denial)

This request is for  ☐ Campus-allocated PD fund  ☐ Central PD fund *(please check one)*

Comment:

Supervisor Name (print): ___________________________

Supervisor Signature: ___________________________  Date: ___________

__________________________________________________________

**Provost/VP Action:**

☐ Approve  ☐ Deny (state specific reasons for denial)

Comment:

Provost/VP Name (print): ___________________________

Provost/VP Signature: ___________________________  Date: ___________

__________________________________________________________

**HR Action:**

☐ Approve  ☐ Deny (state specific reasons for denial)

Comment:

AD Organizational Learning and Development (print): ___________________________

AD Organizational Learning and Development Signature: ___________________________

Date: ___________
Requests for Funding of
College-Wide or In-Service Professional Development Events FY 015

Please use the following format to prepare your request for funding:

1. Event Title
2. Project Director (person in charge)
3. Description of event
4. Date(s)
5. Format (conference, seminar, workshop, panel, etc.)
6. Goals (purpose, outcomes)
7. Participant group (numbers, division, department)
8. Benefits (who will benefit and how)
9. Link to Strategic Vision goals
10. Draft agenda of proposed event (if available)
11. Presenters, Speakers, (credentials if from outside NOVA)
12. Evaluation Plans (how will you know if the event goals were achieved)
13. Budget (Description of cost items for event - speakers, supplies, food, etc.)
College-Wide or In-Service Professional Development Event
Funding Request – FY 015

Event Title: __________________________________________________________

Project Director (person in charge): ________________________________

Contact Information: Tel _______________________ email: ________________

Description of event

Date(s): __________________________________________________________________

Format (conference, seminar, workshop, panel):

Goals (purpose, outcomes):

Participant group (numbers, division, department):
Link to Achieving the Dream—strategic vision (for College –Wide events):

Benefits (who will benefit and how):

Draft agenda of proposed event (if available):

Presenters, Speakers, (credentials if from outside NOVA):

Evaluation Plans (how will you know if the event goals were achieved):

Budget (Description of cost items for event - speakers, supplies, food, etc.):

Provide a detailed cost break down with a total budget.

Submit Professional Development Request to Human Resources, Professional Development.

When funding approval is confirmed, here is how to make the funding piece run smoothly:

1. Please be sure to follow all college procurement procedures.

2. When submitting paperwork to the procurement or controller’s offices to request payment for services (food, speaker, travel, etc.) use the budget/account codes you have authority to use---yours.

3. Please maintain a copy of the check requests, travel vouchers, etc.

4. On the day of the event, please obtain signatures of participants (a sign-in sheet).

5. Submit summary of evaluation results.

6. After the event, send documentation referenced in #3 above to Human Resources, Professional Development.

If you have questions about the administrative budget process, please contact Trace Main, at tmain@nvcc.edu
PROGRAMS OFFERED THROUGH VCCS

The VCCS has an extensive program for faculty and staff, designed to meet individual professional development needs.

New Faculty Seminar
Open to faculty (full-time and adjunct) hired within the last year (September program)

SCHEV Outstanding Faculty Awards
Deadline for submission is October 3, 2012

Chancellor’s Award for Teaching Excellence
Nomination packets are due each year on April 25

VCCS Professional Development Grants

VCCS PAUL Lee Professional Development Grant
These grants are awarded based on the merit of the activity to be undertaken in such areas as discipline, instructional, career and organizational development. Faculty may apply individually or collaboratively for time and expenses. Maximum funding for time is eight credits @ $750 per credit. Most time is funded at four credits. Summer funding is a flat $2500. See details on the Professional Development Grants page.

VCCS Paul LEE Workshop Mini-Grants—maximum available: $1,500 per mini-grant.

Deadlines: need to check on VCCS site

<table>
<thead>
<tr>
<th>Effective Dates</th>
<th>Application Deadlines (Online application &amp; emailed PDF signature page)</th>
<th>Acceptance Letter to VCCS (Emailed PDF signature page)</th>
<th>Final Grant Report to VCCS (Online report)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Semester (May 15 - August 15)</td>
<td>February 15</td>
<td>April 15</td>
<td>November 15</td>
</tr>
<tr>
<td>Fall Semester (August 16 - December 31)</td>
<td>April 15</td>
<td>June 15</td>
<td>March 15</td>
</tr>
<tr>
<td>Spring Semester (January 1 - May 14)</td>
<td>October 15</td>
<td>December 15</td>
<td>August 15</td>
</tr>
</tbody>
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VCCS New Horizons Conference
In April of each year

Faculty and Administrators Leadership Academy
Nominations are due in February
Classified Staff Leadership Academy
Nominations are due in May

The Chancellor’s Faculty Fellowship
Application for the Chancellor’s Fellowship, including letters of endorsement and other supporting materials, must be submitted by 5:00 p.m., February 1 each year.

The Chancellor’s Commonwealth Professors Program
Nominations are due February 1 each year.

The Chancellor’s Fellowship for Classified Staff
Application packets are due to the VCCS office by April 15th of every year.

Peer Group Meetings—To encourage intra/interdisciplinary collaboration, creativity, and problem solving, planning, and networking in the VCCS. Each peer group will have the opportunity to meet on a rotational basis.

Faculty Professional Development Research Grants—To support faculty by providing grant awards to all full-time faculty for new and on-going professional development and research. Research opportunities include discipline, instructional, career, and organizational development.

Teleconferences—Funds are allocated to support the licensing fees for teleconferences related to discipline currency and teaching/learning.

Faculty Exchange Program—Exchanges that provide faculty with the opportunity to work in a different institutional setting for a week, month or semester benefit faculty who want to explore other college and community cultures.

Minority Faculty Recruitment Project—A program designed to increase the number of minority mathematics and science faculty employed by the VCCS through graduate internships, with community college faculty serving as mentors.

Individual Development Plans—An initiative implemented to promote career planning through individual development plans for both faculty and classified staff.

Scholarly Activities—To encourage and support faculty members who want to engage in discipline-related revitalization activities such as research for a scholarly publication, completion of artistic work, and discipline related work as a non-paid consultant or intern with private industry.
## Point of Contact Directory FY015

<table>
<thead>
<tr>
<th>Activity</th>
<th>Group Served</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Assistance courses at regionally accredited colleges and universities</td>
<td>Teaching, professional, administrative faculty, classified staff</td>
<td>Human Resources (HR), <a href="mailto:AskHR@nvcc.edu">AskHR@nvcc.edu</a></td>
</tr>
<tr>
<td>Tuition Assistance: Free tuition for credit bearing NOVA courses</td>
<td>Teaching, professional, administrative faculty, classified staff</td>
<td><a href="mailto:AskHR@nvcc.edu">AskHR@nvcc.edu</a></td>
</tr>
<tr>
<td>Job-Related Non-Degree certification/re-certification/continuing education</td>
<td>Teaching, professional, administrative faculty, classified staff</td>
<td><a href="mailto:AskHR@nvcc.edu">AskHR@nvcc.edu</a></td>
</tr>
<tr>
<td>Conferences/Workshops/ Seminars/ Meetings outside of NOVA</td>
<td>Teaching, professional, administrative faculty, classified staff (P-3)</td>
<td>Campus Provost Offices or Vice President</td>
</tr>
<tr>
<td><strong>NOTE:</strong> All requests go through a documented approval process. Please submit your Professional Development Activity Application Form as per established NOVA policies and procedures. (The form is attached below).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VCCS International Faculty Exchange Program</td>
<td>Faculty</td>
<td>Coordinator Office of Global Studies and Programs. NOTE: Campus must be willing to cover you international airfare. [<a href="http://www.nvcc.edu/academics/global-Studies/">http://www.nvcc.edu/academics/global-Studies/</a>]</td>
</tr>
<tr>
<td>Grants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjunct Faculty Professional Development Grants</td>
<td>Adjunct Faculty</td>
<td>HR, Training and Professional Development/campus provost offices</td>
</tr>
<tr>
<td>VCCS Professional Development Grants –Paul Lee</td>
<td>Teaching, professional, administrative, and adjunct faculty</td>
<td>VCCS [<a href="http://www.vccs.edu/careers/office-of-professional-development/">http://www.vccs.edu/careers/office-of-professional-development/</a>]</td>
</tr>
</tbody>
</table>
## Comparative Chart - Central PD funding allocation

<table>
<thead>
<tr>
<th>Tuition Assistance</th>
<th>FY013</th>
<th>FY014</th>
<th>FY015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>102,500</td>
<td>102,500</td>
<td>102,500</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>111,300</td>
<td>100,000 (local funds)</td>
<td>100,000</td>
</tr>
<tr>
<td>Job Related non-degree Tuition Assistance Program (Pilot)/continuing education as approved by PD committee FY014</td>
<td>------</td>
<td>-------</td>
<td><strong>20,000 New</strong></td>
</tr>
<tr>
<td></td>
<td><strong>213,800</strong></td>
<td><strong>202,500 (minus: 11,300)</strong></td>
<td><strong>222,500</strong></td>
</tr>
<tr>
<td><strong>Central Professional Development Funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Wide/In-Service Initiatives</td>
<td>110,300</td>
<td>60,500</td>
<td>40,000</td>
</tr>
<tr>
<td>PUP conference</td>
<td>16,000</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Teaching Institute</td>
<td></td>
<td></td>
<td><strong>9,000 new</strong></td>
</tr>
<tr>
<td>Classified Staff-PD (Professional Development Cross Campus Day)</td>
<td>15,000</td>
<td>16,000</td>
<td>16,000</td>
</tr>
<tr>
<td>Emerging Leader Certificate Program</td>
<td>---</td>
<td>------</td>
<td><strong>23,600 new</strong></td>
</tr>
<tr>
<td>Leadership Program – Perkins in FY013 Emerging Leader Program Launch FY015</td>
<td>7.500</td>
<td>7,500—N/A Dr. Perkins withdrew for personal reasons.</td>
<td>----</td>
</tr>
<tr>
<td>Program</td>
<td>Amount 1</td>
<td>Amount 2</td>
<td>Total</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
<td>----------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Practical Project Management</td>
<td>10,000</td>
<td>20,000 (10,000 Spring) (30,000)</td>
<td>20,000</td>
</tr>
<tr>
<td>Certified Administrative Professional Exam Prep</td>
<td></td>
<td></td>
<td>12,000 new</td>
</tr>
<tr>
<td>Compliance Training</td>
<td>14,000</td>
<td>10,000</td>
<td>8,000</td>
</tr>
<tr>
<td>Certification/Re-certification Heartsaver; First Aid, Basic Life Support; CPR/AED</td>
<td>10,000</td>
<td>17,280 (August-September)</td>
<td>35,000 total</td>
</tr>
<tr>
<td>Required Trades and Apprenticeship Certification Licensure Renewal</td>
<td>5,500</td>
<td>15,000 (Spring)</td>
<td>35,000</td>
</tr>
<tr>
<td>MEC Allied Health and Nursing- CEU re-certification</td>
<td>----N/A</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>Police Dept. Mandated Training Law Enforcement</td>
<td></td>
<td>10,000 per PD committee Nov 14, 2013. (total approved: $20,000--; $10,000 will come from other PD allocations)= PD committee approved $20,000</td>
<td>20,000</td>
</tr>
<tr>
<td>Work-Life Balance Programs</td>
<td>7,000</td>
<td>3,000</td>
<td>3,000</td>
</tr>
<tr>
<td>Adjunct Faculty Grants</td>
<td>--</td>
<td>--</td>
<td>10,000</td>
</tr>
<tr>
<td>Job Skills Training and PD College Staff</td>
<td>11,000</td>
<td>14,500</td>
<td>30,000</td>
</tr>
<tr>
<td><strong>Tuition Assistance Total</strong></td>
<td>202,500</td>
<td>202,500</td>
<td></td>
</tr>
</tbody>
</table>
PD budget: $100,000 in local funds—Classified Staff Tuition Assistance

$488,000 in state funds

Total PD Budget has remained at: $588,000
Campus Allocation – PD funds FY 2015

General Campus Allocation Funds

<table>
<thead>
<tr>
<th>Campus</th>
<th>Full time faculty and staff</th>
<th>Total %</th>
<th>$75,600</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>238</td>
<td>20%</td>
<td>15,120</td>
</tr>
<tr>
<td>AN</td>
<td>353</td>
<td>28%</td>
<td>21,168</td>
</tr>
<tr>
<td>LO</td>
<td>189</td>
<td>16%</td>
<td>12,096</td>
</tr>
<tr>
<td>MA</td>
<td>142</td>
<td>12%</td>
<td>9,072</td>
</tr>
<tr>
<td>MEC</td>
<td>122</td>
<td>10%</td>
<td>7,560</td>
</tr>
<tr>
<td>WO</td>
<td>177</td>
<td>14%</td>
<td>10,584</td>
</tr>
<tr>
<td>Total</td>
<td>1,221</td>
<td>100%</td>
<td>$75,600</td>
</tr>
</tbody>
</table>

Adjunct Faculty Orientation

<table>
<thead>
<tr>
<th>Campus</th>
<th>Full time faculty and staff</th>
<th>Total %</th>
<th>$20,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>238</td>
<td>20%</td>
<td>4,000</td>
</tr>
<tr>
<td>AN</td>
<td>353</td>
<td>28%</td>
<td>5,600</td>
</tr>
<tr>
<td>LO</td>
<td>189</td>
<td>16%</td>
<td>3,200</td>
</tr>
<tr>
<td>MA</td>
<td>142</td>
<td>12%</td>
<td>2,400</td>
</tr>
<tr>
<td>MEC</td>
<td>122</td>
<td>10%</td>
<td>2,000</td>
</tr>
<tr>
<td>WO</td>
<td>177</td>
<td>14%</td>
<td>2,800</td>
</tr>
<tr>
<td>Total</td>
<td>1,221</td>
<td>100%</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

New Horizons budget allocation: $3,300

College wide: 12 Adjunct Faculty will receive $275 each to attend New Horizons Conference

<table>
<thead>
<tr>
<th>Campus</th>
<th>Number of Adjuncts</th>
<th>$3,300</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>3</td>
<td>825</td>
</tr>
<tr>
<td>AN</td>
<td>3</td>
<td>825</td>
</tr>
<tr>
<td>LO</td>
<td>2</td>
<td>550</td>
</tr>
<tr>
<td>MA</td>
<td>1</td>
<td>275</td>
</tr>
<tr>
<td>MEC</td>
<td>1</td>
<td>275</td>
</tr>
<tr>
<td>WO</td>
<td>2</td>
<td>550</td>
</tr>
<tr>
<td>Total</td>
<td>12</td>
<td>Total: $3,300</td>
</tr>
</tbody>
</table>