

SADDLEBACK COLLEGE

FACULTY DEVELOPMENT FUNDING COMMITTEE BY-LAWS

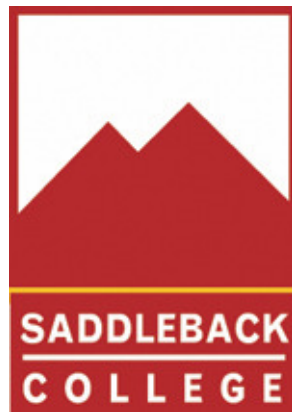


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FACULTY DEVELOPMENT FUNDING COMMITTEE BY-LAWS

1. Preface

This handbook is to define and delineate the functions of the Faculty Development Funding Committee (the committee).

The purpose of the Faculty Development Funding Committee is to oversee the disbursement of Faculty Development Funds for approved conferences and workshops. Faculty Development Funds are provided to encourage faculty participation in off-campus conferences, workshops and projects that will enhance professional growth of faculty, success of students and/or benefit the college.

Though similar, Faculty Development Funding is not the same as Professional Development Credit (Flex Credit). Flex Credit activities count toward the state required 38 hours of professional development outside the classroom for faculty every semester. Flex Credit activities cover a much broader range of activities both on and off campus. Most Faculty Development Funding Committee approved activities would also count toward Flex Credit though the reverse is not true (for example, additional courses taken by a faculty member would count toward Flex Credit requirements but would not be funded through Faculty Development Funding).

2. General Responsibilities for Faculty Development Funding

2.1 Faculty Development Funding Committee

It shall be the responsibility of the Saddleback College Faculty Development Funding Committee members prior to meetings approving funding applications to be familiar with the funding guidelines outlined in Appendix A.

2.2 Saddleback College Academic Senate

1. It shall be the responsibility of the Saddleback College Academic Senate to appoint the Chair of the Faculty Development Funding Committee based on a recommendation of the committee. If the committee cannot reach a consensus, the Chair will be recommended by the Executive Committee of the Academic Senate and appointed by the senate.
2. The process for nomination and appointment of all faculty members serving on the Faculty Development Funding Committee shall be made by the Academic Senate. The Academic Senate will maintain a list of the approved members and their alternates.
3. The Academic Senate may override the decisions of the committee if needed.

3. Saddleback College Faculty Development Funding Committee Guidelines & Bylaws

3.1 Membership Responsibilities

All members of the Faculty Development Funding Committee shall be required to do the following:

1. Attend meetings. A member/alternate who misses two consecutive meetings may be replaced.
2. Review funding applications prior to meetings.
3. Evaluate funding applications based on guidelines described in Appendix A and the funding amount guidelines approved by the Academic Senate for that year.
4. Vote to approve/not approve funding applications.

3.2 Membership & Voting

1. Membership of the Faculty Development Funding Committee is open to all faculty members.
2. A quorum consists of 50% or greater of approved members.
3. A motion shall carry with a simple majority vote of the members present.
4. In the absence of a quorum, the members present may recommend to the Academic Senate funding proposal amounts for approvals.

4. Chair Selection & Responsibilities

4.1 Selection

1. It shall be the responsibility of the Saddleback College Academic Senate to appoint the Chair of the Faculty Development Funding Committee based on a recommendation of the committee. If the committee cannot reach a consensus, the Chair will be recommended by the Executive Committee of the Academic Senate and appointed by the senate.
2. The Chair must be a faculty member.

4.2 Responsibilities

1. Manages flow of meetings and places limitations on the time of discussions during meetings.
2. Notifies membership of meetings.
3. Reports to the Academic Senate.
4. Supervises the orientation of new members and on-going training of continuing members.
5. Signs off on final funding applications recommendations to the Academic Senate office.
6. Notifies faculty of acceptance or denial of funding requests within one week of the committee decision.

Appendix A

Funding Guidelines

1. Funding is intended for workshops and conferences.
2. Instructions for Faculty requesting funding should follow the Faculty Development Funding Checklist and Request document available from the Academic Senate.
3. Funding amounts will be based on the Faculty Development Funding Amount Guidelines document available from the Academic Senate.
4. Paperwork should be completed by the submitting faculty member prior to committee deliberations. Incomplete funding requests may preclude an applicant from receiving funding.
5. Submission deadline dates will be available from the Academic Senate.
6. There are no submissions permitted during the Summer.
7. No after the fact funding is allowed.
8. Faculty on sabbatical are not eligible to receive Faculty Development Funds.
9. Courses are not approved for faculty development funding.
10. District policy does not allow payment for individual faculty's professional organization membership.
11. Funding should not be used for conference activities that bundle software or electronic devices in registration costs.