

Section: Adjunct Faculty Professional Enrichment Fund

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Sponsoring Unit/Department: Office of the Provost

Adjunct Faculty Professional Enrichment Fund

The College will provide Adjunct Faculty members Professional Enrichment Funds for activities directly related to their professional enrichment goals or professional improvement. All Adjunct Faculty with current contracts are eligible to apply for and receive these funds.

The Office of the Provost will maintain an annual balance of funds from which adjunct faculty may apply for professional development. Adjunct faculty members may request up to \$1000.00 per academic year. Requests for funds should be submitted through the Adjunct Faculty Professional Development request form found on the intranet and will be reviewed by the College Faculty Enrichment Fund Committee.

An adjunct faculty member must apply for funds during the same fiscal year (July-June) that they require the funds for professional development activities. The adjunct faculty member may seek reimbursement or prepayment for expenses outlined in this policy. If an adjunct faculty member is seeking prepayment, they must complete a separate application for a travel and expense card at least one month prior to their professional event. The [Travel Card application](#) is available on the Intranet under Finance & Admin > Accounts Payable > Travel & Expense Management. For international travel, an adjunct faculty member must also fill out the [International Travel Application](#) form available on the Intranet under Finance & Admin > Accounts Payable > Travel > Travel & Expense Management.

Expenditures for Adjunct Faculty Professional Enrichment Funds are managed by the faculty member in consultation with his/her supervising administrator. All activities and plans must be documented with sufficient information about goals and measurable outcomes so as to provide objective evaluation criteria. Authorization to expend the funds for professional enrichment or professional improvement is required to be secured through consultation with the adjunct faculty member's supervising administrator.

Adjunct Faculty Professional Enrichment Funds are to be used solely for expenses outlined in this policy. These funds may be used to cover expenses in the following areas:

- **Coursework:** The cost of tuition and application fees for credit or non-credit courses from a regionally accredited institution (excluding Pima Community College).
- **Professional materials, memberships, training workshops/classes or certifications to maintain teaching/professional currency.** The cost of books, trade journals, professional association memberships or certifications, electronic media, computer software, etc. All materials or items acquired remain the property of the College.
- **Registration Fees and Travel Expenses:** The cost of attendance or presentation at conferences, workshops, and/or seminars within or related to the adjunct faculty member's field of instruction or service, subject to the provisions of the College travel policy.
- **Professional Presentation or Public Performance:** Reimbursement of actual expenses at a professional presentation or public performance within or related to the adjunct faculty member's field of instruction or service.

- Funds may also be used for non-traditional, innovative professional development activities so long as those activities provide professional enrichment related to the adjunct faculty member's discipline or teaching skills.
- General Exclusions and Limitations: Expenses associated with the following activities are not eligible for reimbursement:
 - ◇ club advising
 - ◇ committee work,
 - ◇ time spent reading for your profession
 - ◇ time spent in preparation for professional presentations or public performance
 - ◇ student tours for which the adjunct faculty member is not compensable
 - ◇ guest lecturing at the College
 - ◇ performance of duties and responsibilities of the adjunct faculty member's regular assignment
 - ◇ expenses related to equipment, such as office equipment, computers, music instruments and computer peripheral equipment are not eligible for reimbursement.

Fiscal Accountability: During the annual faculty evaluation, the adjunct faculty member and Supervisor will identify complete and incomplete activities (if any). For any incomplete activities for which College funds were expended, the Supervisor will initiate repayment of funds. Based on the type of funding requested, the adjunct faculty may be required to use reimbursement or acquire a PCC travel and expense card.

Appeal Process: An Adjunct Faculty member denied the use of Professional Enrichment Funds will be informed of the decision and reason(s) in writing. The Adjunct Faculty member may appeal the denial to the next level administrator, whose decision is final.