

## PROFESSIONAL DEVELOPMENT FUND POLICY

Hawai‘i CC supports both career and job related professional development activities. Professional development (PD) is defined as learning undertaken by employees to maintain and advance their skills, knowledge and competencies, specifically as they relate and add value to their job and workplace.

The Hawai‘i CC Professional Development Fund is designed to provide financial support to faculty, staff, and eligible lecturers\* for the cost of professional development activities including travel expenses, registration fees, course fees, books and materials, and other pertinent professional development expenses.

There will be a 3 year cycle during which an employee may receive up to \$3000 for continent PD opportunities and up to \$1200 for local PD opportunities. This cap will help faculty and staff members plan for their professional development and raise additional funds if necessary, and will also allow the fund to serve a larger number of faculty and staff members in the future.

Awards contingent upon availability of funds. The Faculty Staff Development Committee reviews applications; however all final determinations are made by Hawai‘i CC Administration.

*\*Lecturers may also be eligible for funding if they have taught a minimum of six credits in each of the last four consecutive semesters at Hawai‘i CC, and have the support of their Department/Division chair.*

### **Request Prioritization Considerations**

When reviewing applications, the following points will be considered (in no particular order):

- Employment status.
- Activity furthers the needs of the applicant’s employment and the college goals.
- Alignment with Hawai‘i CC Mission: To emphasize the knowledge and experience necessary for Kauhale members from all segments of our Hawai‘i community to pursue academic achievement and workforce readiness.
- Alignment with the Hawai‘i CC/UHCC Strategic Plans.
- Alignment with Campus Directions (identified by College Council annually).
- Potential impact on student success and/or College goals.
- Efforts/Inquiries into other funding sources made before applying for Professional Development Award support.

- Intent to share knowledge gained with relevant stakeholders (e.g. colleagues, community agencies) via presentation, workshop, discussion and/or report.

### **Professional Development Activities**

Eligible activities and expenses include, but are not limited to:

- Hawai‘i CC and UH-Hilo workshops/non-credit courses
- Professional conferences
- Skill certification programs
- Online training/courses
- Expenses including course fees and other related fees such as registration fees, course supply fees, books, access codes, and other associated expenses.

Activities and expenses NOT eligible for funding include:

- Professional dues, subscription, and journals
- Equipment, including computer hardware and software

### **Application Deadline**

Priority deadlines for review are the first Fridays of August, December, and April. However, early and late applications may be reviewed when submitted with a cover sheet justifying the early or late submission.

Applicants are responsible to plan accordingly and consider both the application deadline and activity timeline. Applications received less than one month of the professional development activity may not receive a review and funding in time to attend the activity.

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Susan Kazama  
Interim Chancellor

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Date