

## FACULTY/STAFF PERSONNEL DEVELOPMENT GUIDELINES SUMMARY

**PLEASE NOTE THAT THESE AMOUNTS ARE SUBJECT TO CHANGE ANNUALLY.**

This document reflects numerous major highlights of the Bluefield State College Policy Numbers 9 & 16; Staff and Faculty Development and provides information regarding current necessary funding caps. Employees should refer to the Policy for full statements of guidelines, procedures, and responsibilities.

### Category A – Degree Program (Amount of Funding Allocation – 2016-2017:)

1. Tuition awards to individuals for approved study may amount to as much as \$6000.00 per year (up to \$1500 per fall semester, spring semester, and summer terms I and II, or per each of four quarters, if the approved institution operates on such a system). The award of up to \$1,500 per term shall be for one three-credit course only, unless it is a BSC course that includes a laboratory with one additional credit. The committee will attempt to fund these amounts as long as adequate funding is available. Funds apply to tuition cost only, fees and additional required resources do not apply.
2. Funds which are designed for assistance with tuition payments, and which are awarded to, or expected to be awarded to, employees via scholarships or grants, should be applied first to tuition payments. Personnel Development funds are intended to supplement, rather than to supplant, such awards, if needed in payment of tuition costs. Noncompliance could place in jeopardy the employee's future awards of Personnel Development funds.
3. Applications for tuition assistance in this category must be submitted within a timeframe that meets the applicants institution deadlines.
4. Tuition waivers for West Virginia University and Marshall University are considered by the Committee as meeting the three-semester hour award specified in Item 1, above. (see Category C)
5. Classified staff members receiving Bluefield State College tuition waivers for three credits (four credits if laboratory required) may be awarded funds for an additional three credits if funds are available.
6. Employees receiving tuition awards must notify the Personnel Development Committee Chairperson in writing, at least one week prior to the beginning of the class, if they decide not to attend the class for which tuition assistance was granted. Should withdrawal occur for any reason funds are to be reimbursed to BSC and the office of the provost notified.
7. Recipients are to submit final grades for each course in which they receive funding. These grades are to be forwarded to the office of the provost upon course completion. The submission must occur prior to the tuition deadline for the following term. Failing grades shall result in a 50% reduction in funding of the next request.

### Category B – Non-degree Study (Amount of Funding Allocation – 2016-2017:)

1. Awards limited to \$1,000 per individual, per year.
2. Individuals are eligible to apply for awards every other year.
3. Decisions about awards are based upon recommendation of supervisor, number of applicants and benefit to the Institution.
4. Employees accepting awards must notify the Personnel Development Committee Chairperson in writing, at least one week prior to the beginning of the class, if they decide not to attend the class for which tuition assistance was granted.

Category C – Tuition Waivers Internal waivers available for Bluefield State College refer to tuition and general fees only. Lab fees, online fees and other programmatic fees are not included under tuition waivers. External waivers available for West Virginia and Marshall Universities.

### Category D – Research/Presentations (Amount of Funding Allocation – 2016-2017:)

1. Priority given to applicants conducting original research and to those presenting reports related to their research.
2. In consideration of funding allocation in this category, individual awards must be limited (A maximum of three requests per year limited to a total of \$3,000.00. The total for any one request cannot exceed \$2,000.00).  
These funds may be used for travel, presentations, proposal-writing and other activities related to research and scholarly activity.

### Category E – Workshops/Conferences (Amount of Funding Allocation – 2016-2017:)

1. Applicant should check with Dean or immediate supervisor to determine if allocated travel funds are available.
2. Appropriate Dean or supervisor must recommend conference or workshop as appropriate to the goals and needs of the Institution.
3. Funding possible, up to actual cost, not to exceed \$1500. Funds cannot be transferred to another individual, conference or workshop.
4. The maximum amount available per applicant equals \$1500 each academic year.
5. Possibility exists for support of College-sponsored conferences or workshops in this category.
6. Travel expense reimbursement forms, with appropriate documentation, must be filed within three work days after returning to the campus. A copy of the completed and approved reimbursement form is to be provided to the office of the provost. This provision is the responsibility of the applicant.

NOTE: Eligibility for awards in categories A, B and C, above, includes the requirement that transcripts or official grade reports, reflecting the employee's performance in all past coursework supported through personnel development funds, be provided to the Office of the Provost. It is the responsibility of the employee to ensure that such transcripts or grade reports are made available.

*Eligibility under Category A also requires the employee's provision of an approved program/curriculum plan into which the employee has been accepted.*

COMMITTEE: *The committee make up will consist of (3) Faculty members; (2) Staff personnel; the Admin Assistant of the Provost and the Provost shall chair. Members are to be appointed by their constituent groups every other year.*