



PROFESSIONAL DEVELOPMENT GUIDELINES FOR FACULTY, STAFF, AND ADMINISTRATORS

Please note these amounts are subject to change annually pending available funding.

Professional development funds must be last-dollar in after all other funding resources have been applied (i.e., grants, scholarship, etc.)

Category A – Degree Program

1. Tuition awards to individuals for approved study may amount to as much as \$6,000 per year (up to \$1,500 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 a term shall be for one three credit hour course unless it is a BSU (Bluefield State University) course that includes a lab of one additional credit hour. Funds are applicable to tuition costs only; fees and additional required resources do not apply.
2. Professional Development funds are intended to **supplement**, rather than **supplant**, such awards, if needed in payment of tuition costs. Noncompliance will jeopardize the employee's future awards of Professional Development funds.
3. Applications for tuition assistance in this category must be received in the Office of the Provost at least two weeks prior to the applicant's institutional deadline.
4. Employees receiving tuition awards must notify the Office of the Provost 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 BSU and the Office of the Provost notified.
5. Recipients must submit final grades for each funded course to the Office of the Provost within 30 days after course completion and 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

1. Awards limited to \$1,500 per individual, per year.
2. Award decisions are based upon recommendation of supervisor, number of applicants, and benefit to the Institution.
3. Employees accepting awards must notify the Office of the Provost 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 – Research/Presentations/Accreditation

1. Priority is 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 two requests per year limited to a total of \$4,000). These funds

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may be used for travel, presentations, proposal-writing, and other activities related to research and scholarly activity.

Category D – Workshops/Conferences

1. The applicant should check with dean or immediate supervisor to determine if allocated travel funds are available.
2. An appropriate dean or supervisor must recommend a conference or workshop as appropriate to the goals and needs of the Institution.
3. Funding possible, up to actual cost, not to exceed \$2,000. Funds cannot be transferred to another individual, conference or workshop.
4. The maximum amount available per applicant equals \$2,000 each academic year.
5. The 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 ten business 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 Professional Development funds, be provided to the Office of the Provost. It is the employee's responsibility 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.

Exceptions may be made by the Committee Chair.

COMMITTEE:

- The committee make up will consist of (4) Faculty members; (2) Staff personnel; the Assistant to the Provost, and the Provost shall chair. Members are to be appointed by their constituent groups every other year.