

**Faculty Development Fund Guidelines**  
**Full time Faculty**  
**2009-10 Academic Year**

The academic year is defined as September 1-August 31.

An **activity** is defined as a workshop, conference, or course in either one's own discipline or related discipline designed to enhance or upgrade one's expertise.

For this year only, the Union negotiated and the County Board of Legislators has provided an additional \$75,000 for faculty development (unencumbered funds revert to the county at the end of the fiscal year) the administration has determined that these monies may be used **solely for conferences**. In order to insure that this fund is fully encumbered, **all faculty must complete a travel authorization request two weeks prior to your departure and submit to the administration for any conference to be attended**. The administration will approve requests up to a maximum of \$1,000 for this travel and conference related expenses. In addition to this \$75,000, the administration will continue to fund other travel and conferences from other operating expenses.(such as the Foundation) **All faculty are encouraged to supplement their faculty development activities through monies available from appropriate chair holders**

Upon return from the conference, faculty will submit their claim to the administration and payment will be made at that time. Any balance from this conference may be applied for at the beginning of the fall semester under WCCFT guidelines for maximum allowable.

WCCFT will continue to disburse as it has for conferences, course(s) in either one's own discipline or related discipline and bonafied research up to a maximum of \$1,500.

**Eligibility:**

A faculty member who has completed a minimum of **one (1)** year of full time teaching with Westchester Community College.

**Time period:**

The activity must take place and/or be completed within the academic year.

**Amount allowable:**

A maximum benefit -of \$1,000 will be distributed by the administration. The total amount paid to any one member will not exceed \$2,500 for the academic year.

**Application process for WCCFT funds:**

At the conclusion of the academic year, an announcement and form will be posted on the WCCFT web site. All members are encouraged to complete the application and submit by the announced deadline date.