

Basic Guidelines for Professional Development Fund for UCCPTFA:

Eligible items for funding (examples):

- conferences,
- classes (not covered by UCC or over 6 credits allowed by bargaining agreement).
- memberships for professional organizations.

Funds approved only for things that attribute to individualized instructor development.

- Not for requirements for position.
- Conferences or workshop required for the teaching position to be paid by UCC.

Should not be used for supplies.

- Materials should be covered by whatever department the instructor is working under.

Funded on a first come, first serve basis.

- Every effort made to fund at least half, but more if the amount is under 200\$.
- Accessible for all teachers throughout the year.
- Funds remaining at end of year can be dispersed to fund any requests in full, at the discretion of the UCCPTFA Professional Funds Committee.

To Apply:

1. Review the above guidelines and if you feel your need could be best met by the department heads go there first.
2. Next, fill out an application form and attach appropriate information about the request.
3. Send the request to the head of the UCCPTFA Professional Funds Committee (currently Kate Kenyon at the Woolley Center).

The committee will vote on how much to fund. You will receive an email update as to the status and amount and the approval amount will be forwarded to payroll.