



## Professional Development Stipend Application

Per Section 17.091 of the SSEA 2022-2025 Collective Bargaining Agreement (CBA), professional development funding is provided by the College to encourage CBA members to participate in professional development opportunities (PDO).

### Eligibility

All full-time faculty covered under the CBA are eligible to make an application for the stipend. The stipend year runs from July 1st to June 30th.

### Maximum Stipend

The College will pay an employee up to a maximum of \$2,000 per year at a rate of \$50.00 for opportunities lasting a day or less and \$100.00 a week for opportunities lasting a week or more (up to the maximum of \$1,500.00 per opportunity)<sup>1</sup>. The stipend shall be made in the order of the approval of application until the fund is exhausted. The CAO shall have the discretion to determine the nature of professional development activities that qualify for stipends and the amount of the stipend. Training required by the College will not be eligible for the stipend.

### Process

Faculty must choose a PDO from the approved list posted on the CETL webpage.

- If an opportunity arises which is not on the list, the faculty member shall petition the Professional Development Committee to add the PDO to the approved list. The Professional Development Committee will make their recommendation to the CAO who will have final approval.
- After completion of the PDO, the faculty member will complete the application for the payment of the stipend and deliver it to the CAO. A Certificate of Completion or other verification of attendance should be included with the application.
- After approval by the CAO, the payroll department will add the stipend to the next payroll.
- The Professional Development Committee shall track the disbursement of funds.

<sup>1</sup> This is the 2022-23 stipend. The endorsed PDO list and stipend schedule is recommended annually by the Professional Development Committee to the CAO for final approval. The current approved list and stipend schedule will be posted on the CETL website.

Approved 8/15/2022

