ASUN Operating Procedure – 2003

Operating Procedure Synopsis

Title: Academic Professional Development and Training
Approval Date/Revision Date(s): 4/2018
Review Date(s): 6/2019, 7/2020, 7/2021, 7/2022
Executive Cabinet Liaison: Vice Chancellor for Academic Affairs
Responsible Manager: Vice Chancellor for Academic Affairs

A. Purpose and Scope

This operating procedure defines the process for recognizing the need for and implementing professional development and training needs for the Academics department. Departments involved in the fulfillment of this operating procedure include Academic Affairs and Fiscal Affairs.

B. Definitions

Professional Development: Presentations, materials, webinars, and/or activities that enhance a faculty or academic team member's knowledge and understanding of their discipline and professional role within academics.

Training: Presentations, materials, webinars, and/or activities that provide specialized knowledge and understanding of approved and acceptable procedures and processes within our institution.

Travel Authorization Form: The institutionally approved form for requesting Travel.

C. Procedures

1. A professional development or training opportunity and/or need is brought forth to the appropriate dean or designee by a faculty member within our institution through the submission of a formal written request during the budgeting cycle.
2. The dean or designee will meet with the VCAA to discuss and assess the need for requested professional development or training during the budgeting cycle.
3. The dean will convene with the members of the Instructional Council and the VCAA to develop the priority ranking of all requested professional development activities to be submitted by the VCAA during the budget hearings.
4. All approved requests will be funded as per the approved ranking list as per the Academic Affairs Professional Development budget.
5. Once the Deans are notified funds are available, the appropriate faculty member will be notified and Travel Authorization Forms will be completed and submitted to the VCAA's office for approval.
6. No professional development will be funded without prior approval by the VCAA.

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

D. Related Information

N/A

Professional Development and Training Request Form

Requesting Party:
Requested Professional Development or Training:
Reason for request:

Estimated Costs
Presenter Fee:
Travel:
Registration Fee:
Equipment or Facilities:
Food and Beverage:
Please name and specify and additional costs not listed above:
Total Estimated Cost:

Logistical Needs and Concerns
Please indicate below what equipment, facilities, food and beverage, or other needs you anticipate for this event.

Approved?   YES   NO

Please indicate the reasoning for approval or decline in the space below.

Dean or Designee _____

Fiscal Affairs_____