Professional Development Program Guidelines

Mission: In service to the people of Northern Wisconsin, we deliver superior community college education that transforms lives, enriches communities, fosters economic development, and expands employment opportunities.

Nicolet 2020 Strategic Vision:
- Mission and integrity
- Preparing for the future
- Student learning, effective teaching, & student success
- Acquisition, discovery and the application of knowledge and skills in the 21st Century
- Engagement, service and public trust

2017-2020 Institutional Goals:
- Increase enrollment through targeted opportunities
- Develop a college-wide retention plan
- Be the higher education provider of choice in the district
- Evaluate new program opportunities
- Create an ideal campus culture
- Be indispensable to our community

Purpose

Nicolet College values life-long learning. The Professional Development Program is intended to help our employees advance their skills and professional talents. Professional Development Program funds are intended to supplement (not supplant) departmental professional development budgets. Applications are encouraged to support cross-functional group or team opportunities. Professional development awards under this program do not guarantee approval of time away; employees who submit applications for professional development that require time away from their normally scheduled duties should follow regular college guidelines for time-off requests.

Process

Applications will be accepted on a continual basis throughout the year. Any full-time, benefit eligible employee may apply for Professional Development Program funds at any time; either as an individual, or on behalf of a team or group. A review committee will meet quarterly to review and recommend decisions on all applications received during that quarter. Applicants will be notified of funding decisions on a quarterly schedule, and funds will be administered in accordance with Nicolet College policies. Due to budget constraints, awards may be made for a percentage of the original request, in which case the employee will be responsible for securing departmental and/or personal funds to cover expenses. All expenses should be reasonable and in accordance with Nicolet College policies. Applications submitted on behalf of a group or to benefit the college, remain the responsibility of the applicant to implement.

Please complete the Professional Development Program Funds application form and return with supporting documentation to Kelly Haverkampf, Room 212 Red Oak Center or KHaverkampf@nicoletcollege.edu.

Nicolet College does not discriminate on the basis of age, race, color, national origin, sex, or disability or age in employment, admissions, or its programs or activities.
Definition of Professional Development

For the purposes of this program, professional development is defined as "new knowledge or skills related to one’s profession, job responsibilities, or work environment."

For the purposes of this program, professional development is not “degree pursuit,” which is defined as the accumulation of academic credits toward the completion of a degree. Nicolet College provides a different fund for degree pursuit; interested employees should talk to their supervisor.

For the purposes of this program, professional development is not “maintenance,” which is defined as continuing education or certification(s) necessary to keep your job, which should be included in regular departmental budgets.

For the purposes of this program, professional development is not “service,” which is defined as extending knowledge and skills to others, or participating in an activity to serve a community need or organization. Service can be an outcome of a professional development opportunity funded under this program, but not the opportunity itself.

Eligible Activities

This is not an all-inclusive list. If you wish to apply for funds for an opportunity that is not listed here, feel free to submit an application. This list will be updated annually based on the actual applications funded.

- Attending an off-campus course, conference, seminar, or workshop for an individual or a team.
- Opportunities for collaborative learning among members of a work team, including a professional learning community or a collaborative project team.
- Recruiting a content expert to speak to your team or to the entire college.
- Providing professional development or training in a cross-team environment, either on campus or off campus.
- Subscribing to an online training service or publication (eligible for one time or inaugural period).
- Participating in a “train the trainer” program to bring back information pertinent to others on campus.
- Purchasing a membership or college-wide subscription that can be used by all employees.
- Purchasing a membership or subscription for a team (eligible for one time).

Notes:

1. Professional Development Funds may not be used by faculty specifically for the purpose of making schedule advancements or salary adjustments under the faculty compensation guidelines.
2. Funds cannot support the repeat occurrence of a previous award.
3. Funds are not meant to support departmental plans and objectives, unless those plans involve broader engagement of the campus in a department-led activity.

2018-19 Application Review Schedule

Applications are accepted at any time. Review of applications will take place on the following dates, with award notifications provided shortly thereafter.

Friday, August 31, 2018
Friday, November 30, 2018
Friday, February 1, 2019
Friday, May 3, 2019