



Professional Development Funds for Adjunct Faculty Bargaining Unit Members of the Joliet United Adjunct Coalition IEA – NEA

Section 5.13 of the contract between the Board of Trustees of Illinois Community College District No. 525, State of Illinois and the Joliet United Adjuncts Coalition (JUAC), IEA-NEA states: “The parties acknowledge the value of professional development of adjunct faculty in the pursuit of academic excellence, quality teaching and service to the students and the community. Professional development activities will enhance adjunct faculty members as teachers, scholars, leaders and practitioners; adjunct faculty members may submit requests for professional development activities that occur during any semester in which they teach at least three (3) hours. Professional development activities may include professional travel, workshops, training, tuition, books, professional publications and other professional activities and supplies.”

Important Notes Concerning the Professional Development Fund Applications:

1. There are separate application forms for the reimbursement of expenses for professional development related travel, tuition, workshops, conferences, training courses, books, and professional organization dues. Please use the proper application form. The application **must** be on the top of your packet.
2. The JJC Senior Leadership Team (SLT) reserves the right to revise the travel policy if necessary due to budget changes.
3. Please note that there will be **no funding for travel that has already been completed without prior Vice President of Academic Affairs approval.**
4. Applications will be accepted starting at the beginning of each semester or summer session on the first day of classes. Remember you must be teaching at least 3 contact or credit hours that semester to be considered a member of the adjunct faculty bargaining unit of the Joliet United Adjunct Coalition IEA – NEA.
5. Any unused monies in the fall semester will be carried over to the spring semester. Any unused monies in the spring semester will be carried over to the summer session.
6. Applications must be processed properly in order to receive consideration for funding. Incomplete applications will not be considered. Applications will be processed by the Vice President of Academic Affairs in the order they are received until funds specified in Section 8.3 are exhausted.
7. Applications received in the same calendar week by the Vice President of Academic Affairs will be considered in the following priority order:
 - Professional organization dues
 - Tuition reimbursement for training course or workshop and travel if required
 - Presentation / Exhibition at a professional conference or workshop and travel if required. Please include evidence such as acceptance letter, brochure, flyer, etc.
 - Attendance at a professional conference or workshop and travel if required
 - Professional books

Upon obtaining chair and dean signatures, all forms are to be submitted to the office of the Vice President, Academic Affairs, A-3124.



**ADJUNCT FACULTY DEVELOPMENT FUNDS
PROFESSIONAL DUES REIMBURSEMENT APPLICATION**

**Adjunct Faculty Bargaining Unit Members of the
Joliet United Adjunct Coalition (JUAC) IEA – NEA**

Members of the adjunct faculty bargaining unit of the JUAC are entitled to a dues reimbursement up to **\$150** for membership in professional organizations under the terms of Section 5.13 of the 2010-2012 contractual agreement between Illinois Community College District 525 and the Joliet United Adjunct Coalition (JUAC) IEA – NEA which states: “The parties acknowledge the value of professional development of adjunct faculty in the pursuit of academic excellence, quality teaching and service to the students and the community. Professional development activities will enhance adjunct faculty members as teachers, scholars, leaders and practitioners; **adjunct faculty members may submit requests for professional development activities that occur during any semester in which they teach at least three (3) hours.** Professional development activities may include professional travel, workshops, training, tuition, books, professional publications and other professional activities and supplies.”

Eligible organizations will be those whose purpose is specifically established by title and objectives as relating to your adjunct instructor position. Honorary organizations covering diverse fields or specialties will also be considered. Organizations that promote the welfare of individual members through collective bargaining will not be considered.

INSTRUCTIONS: This form should be used to obtain approval of a professional organization dues reimbursement. Paid dues to a professional organizations will be considered “other professional activities”. A signed copy of this form must be submitted directly to the **Vice President of Academic Affairs** for requests for professional organization membership dues reimbursement.

NOTE: Copy of the cancelled check, paid voucher receipt, or some other type of payment verification *must* be attached to this request to process reimbursement.

Adjunct Faculty Name _____

Adjunct Faculty Signature _____

Date of Application _____ **JJC ID#** _____

<u>Name of Organization</u>	<u>Amount of Dues</u>



**ADJUNCT FACULTY DEVELOPMENT FUNDS
TRAVEL APPLICATION**

**Adjunct Faculty Bargaining Unit Members of the
Joliet United Adjunct Coalition (JUAC) IEA – NEA**

ADJUNCT FACULTY DEVELOPMENT FUNDS PURPOSE/MISSION

The purpose/mission of the Adjunct Faculty Development Funds is the “professional development of adjunct faculty in the pursuit of academic excellence, quality teaching and service to the students and the community.”

Guidelines for Travel (presentation/exhibition at a conference or workshop; attendance at conference or workshop): SLT travel policy states: no international travel.

- Travel requests may not exceed \$750.
- There will be *no* funding for travel that has already been completed without prior Vice President of Academic Affairs approval.
- Apply before the conference or funds will not be distributed for your request. This includes summer conferences

Amount Requested \$ _____ (travel maximum = \$750) **Date Funds Needed** _____

Adjunct Faculty Name _____

FUNDING REQUEST FOR:

_____ Presentation or exhibition at regional / national conference or workshop
(College travel policies/procedures apply)

_____ Attendance at regional / national conference or workshop
(College travel policies/procedures apply)

Are you an executive member of the organization sponsoring the conference? _____

TRAVEL application MUST include the following:

Justification for Request: Attach an original statement, which includes the relationship of this request to the mission of the Adjunct Faculty Development funds (maximum 1 page).

Proposal Benefits: Provide a summary of exactly how this proposal will benefit the institution: students, adjunct faculty, community, the profession, personally (maximum 1 page).

Professional Sharing: If you are requesting funds for presentation or attendance at a conference or workshop, you are encouraged to share your experiences with your peers. Please submit a proposal of your intentions for professional sharing, i.e. Brown Bag presentation, workshop during P&PD week, etc.

Travel Request and Expense Report: (completed form MUST be included with the application): College travel policies / procedures apply. Do not send the travel request to Business & Auxiliary Services before your application has been approved.

_____ **Date** _____
Adjunct Faculty Signature

_____ **Date** _____
Dept Chairperson Signature

_____ **Date** _____
Dean Signature

_____ **Date** _____
Vice President of Academic Affairs Signature



**ADJUNCT FACULTY DEVELOPMENT FUNDS
TUITION REIMBURSEMENT APPLICATION**

**Adjunct Faculty Bargaining Unit Members of the
Joliet United Adjunct Coalition (JUAC) IEA – NEA**

ADJUNCT FACULTY DEVELOPMENT FUNDS PURPOSE/MISSION

The purpose/mission of the Adjunct Faculty Development Funds is the “professional development of adjunct faculty in the pursuit of academic excellence, quality teaching and service to the students and the community.”

Guidelines for Tuition reimbursement:

- Requests may be submitted once per semester.
- Reimbursement maximum is \$1000.00 per semester; proof of payment must be included with the application.
NOTE: reimbursement is for tuition only; it does not cover fees, books, supplies or mileage.
- Tuition is reimbursed upon satisfactory completion of coursework; a grade report must be included with the application.

Amount Requested \$ _____ (tuition maximum = \$1000) **Date Funds Needed** _____

Adjunct Faculty Name _____

TUITION application MUST include the following:

Justification for Request: Attach an original statement, which includes the relationship of this request to the mission of the Adjunct Faculty Development funds (maximum 1 page).

Proposal Benefits: Provide a summary of exactly how this proposal will benefit the institution: students, adjunct faculty, community, the profession, personally (maximum 1 page).

Grade Report (does not need to be an official transcript)

Proof of Payment

_____ **Date** _____
Adjunct Faculty Signature

_____ **Date** _____
Dept Chairperson Signature

_____ **Date** _____
Dean Signature

_____ **Date** _____
Vice President of Academic Affairs Signature