

## Professional Development

**RC/PPS No. 01.08**

**Effective Date: September 2015**

**Revised: September 2024**

**Next Review Date: September 2026,  
E2YRS**

**Sr. Reviewer:**

### **01. PURPOSE**

- 01.01 This Departmental Policy and Procedure Statement sets forth criteria and guidelines for support of professional development opportunities for faculty and staff.

### **02. PROCESS**

- 02.01 Faculty or staff will communicate professional development opportunities to the department chair for consideration of any associated expense and time away from university responsibilities. Professional development may include opportunities for faculty supported by clinical affiliates for CEU credit.

### **03. PROCEDURES**

- 03.01 Faculty may be provided funds for travel by the President to be used to support faculty development restricted to scholarly presentations at professional conferences. As faculty are notified of the opportunity for a scholarly presentation, the chair should be notified in writing as to the date of the presentation, the name/location of the conference, the title of the intended presentation, and a detailed budget required to attend and present at the conference. Any financial support or fees waived by the conference or honorarium should be disclosed with the budget request.
- 03.02 Based on current budget constraints, faculty requests will be considered by the chair along with the travel allowance provided by the President. In general, faculty will be provided financial support for one professional presentation per year. Faculty attending more than one professional conference per year may be required to provide their own personal financial support.
- 03.03 Faculty wishing to attend an event during the academic semester must obtain permission from the chair/PD and must cover any assigned course lectures/labs by either planning with other qualified faculty members or through on-line lecture or assignment activities. Faculty are encouraged to attend continuing education activities that coincide with time off between academic semesters, but all requests to attend during the academic semester will be entertained.
- 03.04 Faculty submitting a manuscript to a journal requiring a per page fee (i.e.: open access) for publication may submit a request to the Chair for research support up to \$300/year per faculty member. Publication costs beyond the annual amount are the responsibility of the faculty. Depending on the department budget, funding needs beyond the allowance may be requested by the faculty member for consideration.

- 03.05 Time away from teaching to advance clinical practice cannot result in missed class time. Faculty clinical practice is encouraged between academic semesters, after teaching hours, and on weekends. All classes must be met as scheduled.
- 03.06 Time for research/scholarly activities as required by the university are to be accomplished outside of assigned classroom teaching. A workload release of 25% will be awarded to all tenure-track faculty with the requirement of scholarly activities as a term of the faculty appointment and employment.
- 03.07 Payment of professional membership dues and fees associated with credentials, licenses, and certifications is the sole responsibility of the faculty and staff.
- 03.08 Payment of fees associated with new clinical skills training culminating in additional specialization credentials will be considered as the budget allows. It is the responsibility of the faculty and staff to maintain all current licenses, credentials, and certifications.
- 03.09 Staff professional development activities are not financially supported outside the department budget. Staff requests for expenses associated with professional development opportunities will be considered on a case-by-case basis according to funds available.

**04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS RC/PPS**

- 04.01 Major responsibilities for routine assignments associated with this PPS include the following:
  - a. The Chair and the Personnel Committee of the Department of Respiratory Care shall review this PPS E2Y or as needed.

**05. CERTIFICATION STATEMENT**

05.01 This RC/PPS has been approved by the following individuals in his/her official capacity and represents Department policy and procedures from the date of this document until superseded.

Reviewer: *Chris Russian* Date: 10/30/2024  
[Chris Russian \(Oct 30, 2024 08:42 CDT\)](#)  
Personnel Committee Member

Approved: *S Gregory Marshall* Date: 10/30/2024  
Department Chair