GENERAL GUIDELINES

In determining how to use the Faculty Upgrade allotment, please follow these program guidelines:

1. Colleges may use these funds to provide professional development and training opportunities for any full-time or part-time college employee. All position categories are eligible to use these funds except presidents and vice presidents who report directly to the president.

   The specific focus of these funds is to provide community college employees training opportunities that relate to: teaching subject matter content, instructional/technical skills upgrading, career skills, or organizational development needs.

2. Colleges are required to use one-third (1/3) of allotted funds for Return-to-Industry (RTI) training. RTI is defined as activities that provide technological training, hands-on structured experiences in private/public industries, or seminar/workshops sponsored by industries/businesses. RTI training has been the foundation of this categorically funded program.

   These funds can be used to pay hourly salaries of instructors who are participating in RTI training opportunities in a time frame that is above or outside their regular contractual agreement.

   Funds can be used to pay hourly salaries of "substitute" instructors while permanent faculty or staff, who are under contract agreement, are participating in training activity. These funds must be documented on a part-time hourly basis and should not supplant salaries of part-time faculty/staff that are on the payroll. Funds cannot pay salaries of substitutes while faculty/staff members are on any form of leave or if a position is vacant.

3. The remaining two-thirds (2/3) of these allotted funds can be used for Faculty/Staff Upgrading (FSU) activities. These funds offer a variety of learning experiences for career development, professional skills and position/job training. Opportunities may include training such as:

   - attendance at special schools or conferences which provide credit, certification, or instruction;
   - workshops and studies leading to accreditation, special certifications, and SACS requirements;
   - minimal training contracts for outside presenters for special college-wide faculty/staff development programs, such as cultural diversity or retention;
   - faculty retraining expenses for expanding teaching roles and learning innovative teaching methodologies; and,
specialized training for leadership training and skills in college administration.

4. Tuition, books, and fees are legitimate program expenses for faculty/staff completing SACS requirements, subject area certification, working toward a degree, being retrained to teach a new subject, or increasing knowledge for a teaching or skill-related subject area. Funds for educational travel must be limited. Local disbursements should be consistent with local written application/procedures.

5. Colleges must use a Faculty/Staff Development Committee or a representative group of faculty and staff to assist in the development and operation of these funds. Identify the members/titles of the group in your final report.

6. All global travel (outside the country) must be approved by the College President. The learning experience must be directly related to one's discipline or job requirement. A written request, in advance, with Presidential endorsement must be submitted and approved by the System Office prior to the activity due to category funding reporting accountability.

7. Faculty Upgrade allotment funds are not available to pay employees for the Administration or supervision of faculty upgrade activities. Employees coordinating this program may receive travel expenses for necessary program training and development activities, including exempt Vice Presidents.

8. Funds should not be used for: 1) a program registration at one’s own college, 2) employees participating with/at student trips, or 3) refreshments/food expenses for programs offered.

9. A final report of Faculty Upgrade Allotment accomplishments is due by June 1, 2005, on the attached form.

For questions or concerns, please contact:
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