

**WESTERN NEVADA COLLEGE**  
**COLLEGE STAFF DEVELOPMENT**  
**Guidelines - FY24**

## **I.SUBMISSION DEADLINE**

Applications for College Staff Development funding must be submitted at least one month prior to planned event/travel.

## **II.HOW TO APPLY**

- Download, complete, and print a College Staff Development Fund Application, available at <https://wnc.edu/committees/budget-committee.php>.
- Have your supervisor complete and sign the supervisor's section of application.
- Turn in **complete** application (including funding sources, justifications, supervisor's comments and signature, as well as all supporting documents) to the current committee chair (see [Budget Committee](#) web page for contact) for review.
- Complete a project report within 30 days of return from funded travel. The Project Report form is available at <https://wnc.edu/committees/budget-committee.php>. Have the report endorsed by your supervisor, and submit the report to the College Staff Development Committee. This report will be posted on the committee intranet site.

## **III.ELIGIBILITY**

The following WNC employees are eligible to apply for College Staff Development funds:

- Full-time academic and administrative faculty (“full-time faculty”)
- 0.53 or more (benefits eligible) classified staff (“classified staff”)
- Part-time academic faculty who are currently teaching at WNC, and who have successfully taught WNC credit courses for at least two semesters and six credit hours (excluding the current semester and summer school) (“part-time faculty”)
- Applicants must be employed by WNC for the semester of which they are applying for funds

## **IV. FUNDING AMOUNTS**

The following amounts have been identified for the respective employee type:

- Visit the College Staff Development Committee web page at <https://wnc.edu/committees/budget-committee> to determine the current status of available funding.
- The College Staff Development Committee reserves the right to partially fund requests. Award amounts may also be adjusted to accommodate funding received from other sources: i.e., consulting fees, sponsoring agencies, honorariums, grants, etc.
- Full-time employees are eligible for up to \$1200
- Part-time employees are eligible for up to \$600

## **V. APPLICATION PRIORITIES AND CONSIDERATIONS**

The committee will make decisions about funding proposals based on the following order of priorities:

1. College staff development activities in direct support of the accreditation recommendations from the Northwest Commission on Colleges and Universities.
2. National and statewide meetings at which the faculty/staff member is receiving an award or has some special responsibility, such as a member of a governing board, an organization officer, a chair of a session, or delivery of a refereed paper.

3. Priorities established by the college administration for special emphasis each academic year.
4. Courses, workshops, specialized training, or certification which focus on updating faculty or staff on new techniques, new teaching methods, new breakthroughs in their disciplines, or activities that promote currency in one's discipline or area of responsibility.
5. Attending statewide, national, and international conferences in one's teaching discipline or area of responsibility.
6. Attending the Nevada Community College Conference.

The committee reserves the right to limit the number of employees attending the same conference/training.

Apply early! Early applications have the best chance of being funded for the requested travel time.

Recipients of College Staff Development funds must adhere to current state and college travel policies (see WNC Business office travel procedures, information, and forms on WestNet) and must make all required travel arrangements with the WNC business office.

The College Staff Development Committee will not consider applications that fall under WNC tuition reimbursement or tuition waiver. If the application for tuition does not fall within the parameters of WNC tuition reimbursement or tuition waiver, the College Staff Development Committee will consider the application for courses, as they relate to the employee's current workplace responsibilities.

## **VI. PROJECT REPORT**

A brief report regarding the project must be submitted to the College Staff Development Committee within 30 days of the project completion (see <https://wnc.edu/committees/budget-committee.php>). This report will be reviewed by the committee. Failure to submit a report in the required format may impact future staff funding eligibility.

## **VII. TRIP CANCELLATIONS**

If a staff member has been awarded funds, has expended the funds, and the trip is canceled for college reasons (national or state emergency, budget freeze, etc.), the employee will not be required to reimburse the College Staff Development fund for any costs incurred.

If a staff member has been awarded funds and has expended the funds, and the trip is canceled for personal reasons, the employee will be required to reimburse the College Staff Development fund for any costs incurred.

In the event of a cancellation, a [CSD Cancellation Form](#) must be completed and submitted to the CSD Committee.