

FACULTY DEVELOPMENT FUNDING AT ECC

A practical guide to who is eligible, what it pays for, and how to apply

Based on the current Faculty Development Handbook and 2026-2028 ECCFA Agreement.

START HERE: FACULTY DEVELOPMENT PAYS FOR PROFESSIONAL ACTIVITIES

ECC Faculty Development funding can help pay for eligible conferences, workshops, training, coursework, travel, research, and other scholarly/professional activities.

Professional Expense is the broader umbrella. Faculty Development is the narrower subset for activities that build your knowledge or skills and improve your ability to do your ECC work.

FACULTY DEVELOPMENT

Narrower subset: funds professional-development activities connected to your ECC role - conferences, workshops, coursework, research, training, and similar learning activities.

Key test: the activity should improve your knowledge, skills, teaching, professional performance, or ability to do your job.

PROFESSIONAL EXPENSE

Broader bucket: can cover many of the same professional-development costs, plus some eligible job-related expenses that Faculty Development cannot fund.

Examples: eligible dues, books/publications, hardware/software, and supplies. It uses a separate reimbursement process.

WHO CAN APPLY?

FULL-TIME FACULTY

Eligible for individual Faculty Development funding while actively employed.

Funding year: January 1 - December 31.

UNIT ADJUNCT I

Eligible while in active status.

Funding year: July 1 - June 30.

UNIT ADJUNCT II

Eligible while in active status.

Funding year: July 1 - June 30.

Inactive adjunct faculty cannot submit new funding requests, but may still seek reimbursement for activities that were approved while they were active.

HOW THE FUNDING YEAR WORKS

Faculty group	Funding year	Who sets the individual limit?
Full-time	Jan. 1 - Dec. 31	Faculty Development Committee, after the annual budget is available
Unit Adjunct I & II	July 1 - June 30	Faculty Development Committee, after the fiscal-year budget is available

Important: the contract funds the Faculty Development accounts; the Committee sets the individual funding amount for each funding year. Awards are competitive and depend on available funds. Funding is charged to the funding year in which the proposal is submitted.

WHAT CAN FACULTY DEVELOPMENT PAY FOR?

YES - TYPICALLY ELIGIBLE

- Conferences, seminars, workshops, and training
- Graduate or undergraduate coursework (tuition and eligible fees)
- Professional travel tied to an eligible activity
- Research or other scholarly activities
- Standalone expos, trade shows, or similar professional events

NO - NOT FACULTY DEVELOPMENT

- Tangible goods: books, equipment, hardware, supplies, etc.
- Association or professional-membership dues
- Personal-enrichment activities unrelated to your ECC role
- Costs that do not meet current College travel/business rules

THE SIMPLE RULE

Faculty Development pays for professional learning and participation - not stuff or memberships. Professional Expense is the broader bucket and can cover many of the same costs plus additional eligible job-related expenses.

WHAT MAKES AN ACTIVITY FUNDABLE?

The proposal should make a clear connection between the activity and your ECC work. The Handbook specifically looks for benefit to your role in the teaching/learning process through:

SUBJECT-MATTER EXPERTISE	PROFESSIONAL PERFORMANCE
CULTURALLY RESPONSIVE TEACHING	PEDAGOGY / TEACHING PRACTICE

Full-time faculty may also request funding for approved retraining for a new role in the teaching/learning process.

WHEN CAN I APPLY?

BEFORE THE ACTIVITY Apply as early as one year before the activity end date. If the activity lasts more than six months, pre-approval may be requested earlier.	AFTER THE ACTIVITY Apply up to one year after the activity ends.	MULTIPLE PROPOSALS ARE OK Each activity or course needs its own request. You may submit multiple proposals; combined approvals cannot exceed your individual funding limit for that funding year.
---	--	---

Funding-year rule: funding is charged to the funding year in which you submit the proposal, not when the activity starts or ends. Full-time: Jan.-Dec. Unit Adjunct: July-June.

WHAT DO I ATTACH?

Enough documentation for the Committee to verify **what the activity is, when/where it occurs, how it relates to your work, and the costs you are asking ECC to fund.**

- Future activity: estimates are acceptable when supported by reasonable documentation.
- Completed activity: include receipts when available; final reimbursement will require receipts for receipt-based expenses.
- Course/training: provide enough catalog/syllabus/billing information to connect the request to the course and cost.
- Travel: current ECC Travel and Business-Related Expense and Mileage procedures still apply.

Need the expense-by-expense checklist? Use the separate [Faculty Development Documentation Example](#) for conference/course documentation examples. This guide intentionally does not repeat all of that.

HOW TO APPLY: THE SHORT VERSION

1	Choose the activity Make sure it is genuinely professional development related to your ECC role.
2	<u>Gather documentation</u> Use the Faculty Development Documentation Example if you need help documenting registration, travel, lodging, mileage, or coursework.
3	<u>Submit through the Faculty Development webform</u> Complete proposals go to the Committee for review. To be placed on a specific meeting agenda, materials must reach Committee Administrative Support at least two weeks before that meeting.
4	After approval, submit for reimbursement You will receive an approval letter and Tuition and Travel Claim Form with budget codes. Submit a complete final expense list with receipts/supporting documentation and retain proof of attendance or completion.

AFTER APPROVAL: DO NOT MISS THE REIMBURSEMENT WINDOW

File for reimbursement within four months of the approval date OR four months of the activity end date, whichever is later. If you miss that deadline, the approved money is released back to the fund.

- At reimbursement, submit the Tuition and Travel Claim Form with a complete final itemization of the actual expenses being claimed, plus receipts and other supporting documentation. Business & Finance may request additional documentation.
- Estimates are expected to change. Final amounts may shift among expense categories that were included in the approved request, as long as the total reimbursement does not exceed the approved maximum. Do not add a new expense category at reimbursement if it was not part of the approved proposal.
- If you spend less than the approved maximum, the unused balance returns to your remaining individual allocation for that same funding year.
- If the activity costs more than your remaining allocation, the balance may be requested in a later funding year if the request is still within the Handbook's application window.

FORMS & QUICK LINKS

Application Forms	Faculty Development and other TLSD forms.
Funding Webform	Submit the completed funding request and attachments.
Faculty Development Handbook	Policies, eligibility, timelines, and procedures.
Documentation Example	Examples for conference, travel, course, and other costs.