

## **Community College System of New Hampshire**

I. Purpose: The Community College System of New Hampshire (CCSNH) recognizes and supports both career and job related professional development activities. CCSNH institutions, may at their option, use departmental funds to provide financial assistance for employee participation in professional development activities. Professional development is intended to be the continuing responsibility of both the employee and the institution.

II. Authority: The Chancellor or his/her designee shall approve/disapprove the professional development requests of the college presidents and system office personnel. The Chancellor shall delegate to each college president the authority to approve/disapprove professional development requests of his/her college personnel. The college president may delegate the approval/disapproval of professional development requests and the

#### IV. Program Guidelines

- A. Professional development activities may include, but are not limited to, non-credit courses, workshops, seminars, conferences, and lectures offered at institutions outside of the CCSNH and participation in professional and technical association meetings.
- B. Financial

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written authorization notice. If the request is denied, the request shall be returned to the employee indicating that the request was not approved and the reasons(s) for the denial.

- E. The original authorized Request for Professional Development Funds and the Request for Out-of-State Travel shall be forwarded to the institution's business office. Copies of the approved request shall be provided to the employee's supervisor, and the institution's human resources office. The business office shall be responsible for ensuring the completion of the required purchasing forms (IHR's) that result in payment of billed registration fees and/or travel costs and the reimbursement of authorized travel and/or training expenses to the employee.
- F. For non-grant and grant funds, the institution's business office shall be responsible for entering the approved obligation into Banner Finance and then forwarding the original approved

## VII. Reporting

- A. The college president or designee shall be responsible for maintaining professional development records for college personnel on funding allocations and costs and the educational/training activities. Records on each employee who receives staff development funds shall also be maintained and shall include information on what program the employee participated in (program title, dates, location and sponsor), cost of the program, and completion.
- B. The CCSNH Director of Human Resources shall be responsible for maintaining professional development records for system office personnel on funding allocations and costs, and educational/training activities. Records on each employee who receives staff development funds shall also be maintained and shall include information on what program the employee participated in (program title, dates, location and sponsor), cost of the program, and completion.
- C. Each institution shall provide an annual report to the BOT Personnel Committee designating the authorized professional development activities at the college for the prior fiscal year. Such reports shall be directed to the CCSNH Director of Human Resources on or before August 15.