

SIMPLIFIED & IMPROVED PROFESSIONAL DEVELOPMENT PROVISION

(ARTICLE 9.12 OF THE TEACHING ADJUNCTS' CONTRACT)

Please note that changes are in bold letters and underlined.

What can I apply for?

- Books (Instructional materials are not allowed. See note below.)*
- *Note: The College will provide instructional materials such as books on students' reading lists and keep them in department offices. Adjuncts may check them out, use them as needed, and keep them if they are "fully consumed." (The Dean will determine if the book is fully consumed.) Money for these materials will come from College funds not from adjuncts' professional development funds.**
- Professional travel
 - Workshops
 - Conferences
 - Professional journals
 - **Memberships in professional organizations**
 - **Tuition and fees for college credit courses (can be at colleges other than Harper)**
- *Note: Don't forget our contract entitles you to one free credit course at Harper. Our professional development fund is limited, so money from our fund shouldn't be used for that first free course.**

Are there specific requirements that I have to meet?

- Items must be discipline-specific **or improve teaching.**
- The cost per year must not exceed \$320.
- You must be teaching at the time of application.

How often can I apply for pre-approval and for reimbursement?

You may apply for pre-approval and reimbursement as frequently as you want.

What is the application process?

1. Apply to your Dean for pre-approval by filling out p. 1 of the professional development form.
2. Gain pre-approval from your Dean before paying for any items.
3. Pay for your approved items **before the end of finals week.**
4. Submit p. 2 of the professional development form along with original receipts for reimbursements to your Dean.
5. Make sure to apply for pre-approval and reimbursement before the deadlines.
The deadline for reimbursement for the fall term is Feb. 10.
The deadline for reimbursement for the spring term is June 10.

What is the total amount of money available to members?

- \$20,000 in 2008/09
- \$25,000 in 2009/10 and thereafter until there is a new contract.

(The fund is a use-it-or-lose-it fund; any money not used will revert to the College.)

How can I access the adjunct professional development form?

- Log on to the Harper website.
- Then log on to "Employee Portal" under "My Harper."
- At the top of the page, place the pointer on "Divisions." A drop down window will open.
- Click on "Academic Affairs."
- On the left side of the page, click on "Adjunct Faculty Documents and Forms."
- On the right side of the page, click on "Adjunct Professional Development Form."

TO SEE THE CONTRACT LANGUAGE THAT CONTAINS THESE IMPROVEMENTS, VISIT
WWW.HARPERADJUNCTS.ORG



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SUCCESS!

MORE BENEFITS FOR HCAFA MEMBERS!

Dear Colleague:

HCAFA's long-term effort and unwavering determination to improve our professional development provision have led to great gains for our members.

From the moment of signing the professional development provision in our contract, HCAFA's interpretation was that the professional development money should be used for discipline-specific materials (books and journals), workshops, conferences, professional travel, memberships in professional organizations, and tuition. To the union's dismay members' attempts to use the money for those purposes were repeatedly and capriciously denied. When the union's attempts to resolve the College's misinterpretation of the contract failed, grievances were filed on behalf of our members.

HCAFA's actions forced the College to reconsider its position and work with the union to find a mutually acceptable resolution. Many difficult discussions followed. The union's hard work has paid off. Not only has the College agreed with HCAFA's understanding of what the professional development money should be used for, it has also agreed to change the previous cumbersome application process that limited us to only one approval per year.

The attached "Simplified and Improved Professional Development Provision" will provide you with an understanding of the provision.

If you have applied for money this academic year but have not used all of your allowable money (\$320), we hope you will take advantage of the benefits HCAFA has gained and apply again.

It is our hope that this agreement will pave the way to more mutual cooperation between the College and HCAFA.

Sincerely,

HCAFA Executive Committee