

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>PROFESSIONAL DEVELOPMENT PRESENTER GRANTS</b>
<b>EFFECTIVE DATE:</b>	July 20, 2004* (*Title Updates 6/7/12; 11/2/10; 2/23/05)
<b>CANCELLATION:</b>	AA-6312.1 (12/19/00)
<b>CATEGORY:</b>	Academic (AA)

**POLICY STATEMENT**

Delgado Community College is committed to supporting activities that enhance the professional development of faculty and staff and the effectiveness of the college experience. The Presenter Grant program is designed to encourage the campuses/sites, divisions, and departments to bring in guest presenters (speakers, workshop facilitators, performers, etc.) who they believe can contribute to those goals. Although these presentations may deal with subject matter from a specific discipline, they must be open and announced to the entire faculty and staff, and, where appropriate, to the student body. **Presenter grants may not be used for presentations by employees of Delgado Community College.** Specific information on the Presenter Grant application procedures and evaluation methods are outlined in this memorandum.

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To establish the procedures involved in applying for, evaluating, and awarding Professional Development Presenter Grants.

2. **Scope and Applicability**

This policies and procedures memorandum applies to all regular, full-time faculty and unclassified administrators/staff of the College.

### 3. **Application Guidelines & Procedures**

The Professional Development Committee has the responsibility of advertising application guidelines. To apply for a presenter grant, an applicant must complete a [Professional Development Presenter Grant Application](#), Form 6312/001 (Attachment A), which requires the applicant to provide the presenter's name and a brief resume, a proposed date for the presentation, a needs statement, objectives, a clear description of how the arrangements for the presentation are to be handled, proposed expenses, and a method of evaluation for the presentation.

Faculty members must submit their applications to the appropriate department heads/supervisors and staff members must submit their applications to their supervisors for approval. Each application must then be approved by the division dean and the Vice Chancellor for Academic Affairs. Once these approvals are secured the presenter grant application must be forwarded to the Office of the Vice Chancellor for Academic Affairs with a copy to the Chair of the Professional Development Committee. Applications are accepted at any time during the academic year; however, applicants should be aware that processing may take up to two (2) months.

### 4. **Evaluation of Presenter Grant Applications**

Presenter Grant applications are reviewed by a subcommittee of the Professional Development Committee. Only complete applications will be considered. Applications will be evaluated using the [Presenter Grant Proposal Evaluation Form](#), Form 6312/002 (Attachment B). Each subcommittee member will complete an evaluation form and the applications will be ranked based on the total points received. The subcommittee will present its evaluation results to the entire Professional Development Committee who in turn will submit final recommendations to the Vice Chancellor for Academic Affairs.

### 5. **Award Notification and Announcement**

The Office of the Vice Chancellor for Academic Affairs will mail an award letter with the presenter's contract to the applicant, with copies to the department head/ supervisor, division dean (as applicable), campus/site executive dean (as applicable), and vice chancellor (as applicable), and the Chair of the Professional Development Committee.

Upon receipt the applicant is responsible for arranging the completion of all necessary forms including the presenter's paperwork. A [Contract for Professional, Personal, Consulting or Social Services](#) (Form 3311/001) must be signed by the presenter and returned to the Office of the Vice Chancellor for Academic Affairs at least 30 days prior to the event. Contracts not officially approved by all necessary areas of the College prior to the event will not be honored by the College. Attachment C, [Guidelines for Using Contract for Professional, Personal, Consulting or Social Services – Form 3311/001](#), outlines the process involved in the College's [Contracts for Professional, Personal, Consulting or Social Services](#) policy.

6. **Presentation**

The applicant is responsible for verifying that the presenter fulfills his/her contractual obligation. Note that the presentation may be scheduled for the Fall or Spring semesters of the following school year. A report on the presentation, including a summary of the evaluation of the presentation by those in attendance, must be submitted to the Office of the Vice Chancellor for Academic Affairs within one (1) week following the presentation.

7. **Cancellation**

This policy and procedures memorandum cancels policy and procedures memorandum AA-6312.1, *Professional Presenter Grants*, dated December 19, 2000.

*Attachments:*

[Presenter Grants Application and Information Packet](#) includes:

Attachment A- Professional Development Presenter Grant Application  
(Form 6312/001)

Attachment B- Presenter Grant Proposal Evaluation Form (Form 6312/002)

Attachment C- Guidelines for Using Contracts for Professional, Personal,  
Consulting or Social Services

*Review Process:*

Professional Development Committee 2/19/04  
Academic Affairs Council 6/24/04  
Executive Council 7/20/04

*Distribution:*

Distributed Electronically Via the College's Intranet