

International Professional Development Criteria

The following criteria shall be used to authorize international professional development applications by Pima Community College Employees. Approval by the BOG and any relevant U.S or State Government agencies must be secured prior to any commitment of College resources, including employee time. If there is an increase in costs after the approval, the requester must immediately notify the President or Vice Chancellor who will determine if additional Board review is required before the travel commences. There is no obligation for the College to reimburse any individual personal commitment of resources made prior to approval of the travel request by the BOG.

- Purpose:** The travel clearly supports and is directly linked to the requester's role at PCC and should result in a net benefit to students or programs authorized by the College.
- Benefit to Requester:** As a result of the international professional development experience, what new knowledge, skills, perspectives, or abilities are expected to be gained by the requestor.
- Benefit to Students:** As a result of the international professional development experience, what improvements to the services provided to students are expected to be realized.
- Benefit to the College:** As a result of the international professional development experience, what benefit will result for the requestor's program, department, or the College.
- Uniqueness of Opportunity:** International travel may be appropriate if the professional development experience is uniquely advantageous to the requestor, students, and/or the College compared to similar domestic opportunities. International travel required by and paid for via a College-approved contract is allowable.
- Invitation to Present:** Presenting at an International conference, professional meeting, etc., brings prestige to the presenter and to the College. The requester should submit materials indicating the nature and extent of the presentation.
- Funding:** Alternate funding, other than College resources, should be clearly stated both in amounts and in source. An accounting showing total costs and the portion expected from the College is expected.

Comments:

The last 3 statements don't seem to be criteria or Guidelines. Instead, they seem to be more general information that the applicant should be aware of and so we think they should go at the top.

We are applying for Professional Development opportunities not simply to travel abroad.

We think that Benefit to Students should be its own criteria statement.

We agree that International travel is only justified if the opportunity is unique and particularly more valuable than domestic alternatives.

Being invited to present at an international conference is in itself a distinction and should be considered separately.

Funding issues should absolutely be a consideration but not simply when the requestor is due to present. Expecting the inviting organization to fund 50% of the travel will have the unfortunate consequence of having the requestor deny their intention to present.

Alternate funding sources, of any kind, which augment or supplant College resources should be a positive influence on the approval process and should be considered.

International Professional Development Justification Form

Requester/Position

Destination

College Location

Dates of Travel

In order to obtain approval for international travel, the following criteria must be addressed in writing by the requestor.

1. What is the purpose of the international professional development opportunity?
2. How does this opportunity benefit the requestor professionally? What new knowledge, skills, perspectives, or abilities are expected to be obtained as a result of this experience?
3. How will this professional development improve the services provided to the students of Pima College?
4. How will this opportunity benefit the requestor's discipline, program, department or the College?
5. What makes this international professional development opportunity uniquely advantageous compared to a domestic professional development experience?
6. If invited to present at a conference or professional gathering, what is the extent and nature of the intended presentation?
7. Please include an accounting of all costs and the funds that are to be utilized. Clearly indicate the source of all funds both from College resources and from alternate sources.
8. Does this travel require any legal pre-approval? If so, what type? Has the pre-approval been obtained? (Attach copy of authorization)*

Campus President/Vice Chancellor

Date

NOTE: Traveler is expected to adhere to all College policies, regulations, and procedures relating to travel by employees.

*This application will not be reviewed until all documentation is attached.

Comments

We feel that the request is for a Professional Development Opportunity not simply to travel abroad. We would prefer to emphasize that part of the request.

A fresh perspective is frequently an advantageous outcome of professional development. International professional development offers the opportunity to gain a global perspective which we are charged with incorporating into our General Education Classes and is clearly always beneficial to an educational institution.

We feel the benefit to students should be its own question and criteria.

International professional development can be justified if the opportunity offers experiences and benefits that cannot be obtained domestically.

We feel that presenting at an international gathering brings credit to the requestor (This is professional development after all) and prestige to the College. The funding issue should be handled separately.

Sources of funds should certainly be a consideration. Asking the College to fund only a portion of the expenses should act in the requestors favor regardless of the source of the alternate funds.

Doesn't a signature indicate approval? If the Campus President or V Chancellor does not approve isn't the request denied?

Previously, the Presidents or V. Chancellor's recommended to the Board for approval. If a second signature is required, we think a more junior supervisor might be more appropriate indicating that the request is connected with the Professional Development Plan of the requestor. It is our impression that the requestors in the Feb Board Agenda would need the Chancellor's approval.