NTID
Center-Based Professional Development
Structure, Processes and Procedures

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**Professional Development Premises**

*Professional Development at NTID is a process of self-directed continuous improvement to increase one's knowledge, understanding, vitality and effectiveness on the job and in the classroom.*

The Center-based Professional Development Program at NTID (C-B PD) is based on the assumption that the individual member is ultimately responsible for seeking ways of gaining knowledge and skills related to his/her professional development. Faculty and staff are expected to assume the responsibility for continuing to evolve as individuals and to develop as professionals. The Professional Development program facilitates this process by providing opportunities to the members who choose to participate in it.

The C-B PD is based on the following guiding principles:
- Participation is voluntary
- Needs are identified periodically at the Center level
- The Center PD Committee bases programming on needs identified by the Center membership. All Center members (staff, faculty, and administrators) are encouraged to provide input and make recommendations to the Center PD Committee.
- Each C-B PD is managed at the center level by a committee and a PD Coordinator.
- PD Coordinators from each Center meet regularly to plan and execute programs that address cross-Center needs.

"Effective faculty and staff members are the greatest resource of an educational enterprise such as ours. The ability to teach or otherwise serve deaf students, and our other publics, depends to a great extent upon understanding how students learn and how our skills can be brought to bear in facilitating the teaching and learning process. All of us who are engaged in education have much much to learn. We are, and probably always will be, students of our art. For these reasons, members of our community need to continue to develop our skills so that the best possible services can be provided to our students. A goal for each of us must be continued growth and professional development."

James J. DeCaro, 1996

NTID will...develop innovative strategies to enhance professional development opportunities for faculty and staff.

NTID Strategic Plan Report, June 1992, pg. 27
Structure

Professional Development at NTID is governed by faculty and staff. To ensure that programming meets the PD needs of faculty and staff, each Center (or other designated administrative unit) elects a PD Coordinator and a PD Committee.

Faculty and staff who do not reside in a specific designated unit are offered an opportunity to participate in PD programs with a Center of their choice.

Resources

Center-based PD funds are established by the Dean and are expended at the discretion of the Center PD Committee in accordance with established NTID guidelines (see Attachment A).

Program funding is based on headcount, with equal allotments for faculty and staff. The thirty dollars ($30) per head count allocation, as established by the Dean in collaboration with the administrative team, will be periodically reviewed. If modified, the Dean will consult with the PD Coordinators in doing so.

Center PD Coordinator: Special Consideration

The position of Center PD Coordinator will be designated as a Special Assignment to the Center Director to perform professional development duties as established by the Center PD Committee.

Prior to accepting a nomination or self-nominating for the position of PD Coordinator, the potential candidate should consult with his or her supervisor and Center Director.

In order to ensure continuity and equal opportunity for participation, Coordinators may elect to receive a stipend of $1,000 in lieu of building PD Coordinator activities into their plans of work.

Coordinators' Professional Development

A dollar amount equal to the Institute-wide "travel" allotment will be set aside annually for each Coordinator expressly for the purpose of attending meetings, conferences, or seminars in the areas of professional development or training. The allocation of these funds should follow the same guidelines established for department employees receiving travel funds for professional development. Coordinators are allowed to pool their money to send a smaller number of colleagues on a conference.

Staff Support

Although NTID is not in a position to provide a full-time staff logistics person for professional development, some logistical support will be made available through the Center for Research, Teaching, and Learning at a level that is mutually agreed upon by the individual involved, the
Center Director, and the PD Facilitator; but it is understood that this individual reports to CRTL. Department and Center clerical support should also be made available by the home Center of each PD Committee.

**Coordinator's Transition**

The current Coordinator will maintain the responsibilities for professional development until the end of his or her term. It is suggested that the Coordinator-elect participate with the current Coordinator and the Center PD Committee in planning activities during Spring Quarter to ensure a smooth transition for the next year.

**Professional Development Facilitator**

The CRTL Center Director, in consultation with the PD Coordinators, will appoint a facilitator on a special assignment basis for a two-year term with funds from the Office of the Dean.
Center PD Coordinator Responsibilities

- Chair the Center PD Committee
- Conduct a needs assessment on an as-needed basis to be determined by the Coordinator and the PD Committee, in consultation with the Center Director.
- Develop a plan based on identified needs
- Implement the plan
- Administer programs (see Attachment B)
- Collaborate with other Center PD Coordinators as appropriate. This includes regular meetings.
- Participate in the review of Faculty Dodge Grant proposals
- Prepare and distribute a year-end report summarizing the activities and programs for the year to the Center community and Dean's office.
- The newly-elected Coordinator will serve as a member of the PD Coordinators Group and the Center PD Committee during Spring Quarter.
Center PD Coordinator Election

Process

The Center PD Coordinator will be elected by a vote of all Center faculty and staff. Nominations will be collected and organized into a ballot by the Center PD Committee members.

Eligibility

All Center members (full-time or part-time permanent) are eligible to be nominated or to self-nominate for this position.

Calendar

Nominations and voting will take place during Winter quarter. Newly-elected Coordinators will meet regularly with the PD Coordinators’ Group to allow for a reasonable transition during Spring quarter, and to assure that the new Coordinator is in place by June 1st.

Term

The Coordinator will serve a term of two (2) years. The term is renewable. The Coordinator terms will be staggered to ensure continuity.

Vacancies

Vacancies will be filled by election.

In the event no individual is nominated and elected to the Coordinator position, the Center PD Committee shall perform the coordinating functions until a new Coordinator is elected.
Center PD Committee Members' Responsibilities

- Provide support to the Center PD Coordinator
- Assist in designing, programming, scheduling, and evaluating programs and activities
- Participate in decision-making processes for PD programming and funding
- Act as a liaison to Center constituency
- Manage the Coordinator election process

In the event that no individual is nominated and elected to the Coordinator position, the Center PD Committee shall perform the coordinating functions until a new Coordinator is elected.
Center PD Committee Election

Process

The PD Committee members will be elected by a vote of all Center members. Nominations will be collected and organized into a ballot by the PD Coordinator.

The ballot will be designed in such a way that the candidates will be nominated by categories. The members of each Center will determine the number of categories, based on function rather than headcount. We recommend that each Center have a minimum of two (2) categories: 1) staff committee member, and 2) faculty committee member to ensure inclusion of staff in what has previously been solely a faculty activity. However, all members of the Center will vote for all candidates, regardless of category.

Committee Membership

It is recommended that each Center PD Committee be composed of three (3) to five (5) members, not including the Coordinator.

Eligibility

All Center members (full-time/part-time permanent) are eligible to be nominated or to self-nominate for this position.

Calendar

Nominations and voting will take place during Spring quarter. New members will serve on the committee Spring Quarter for training and be in place June 1st.

Term

The term is two (2) years, staggered to ensure continuity. The term is renewable.

Vacancies

Vacancies will be filled by appointment of the Center PD Committee.
NTID Policies
For Selected Expenditures

* Hospitality
* Gifts
* NTID Memorials
* Alcoholic Beverages
* Goods and Services for Personal Use
* Housing and Personal Living Expenses
* Lobbying
* Memberships/Dues
* Losses on Other Awards
* Contributions
* Antiques, Fine and Original Art, Collectibles, Decorative Objects
* Subscriptions
Introduction

NTID is one of the eight colleges of Rochester Institute of Technology. As such, NTID is subject to and benefits from the existing policies of RIT with encompass the various aspects of the operations of RIT's academic community. These policies range from those which detail specific accounting practices included in Accounting Control Bulletins to such areas as employment, employee benefits, salary administration, etc., as contained in the Personnel Policies Manual.

NTID is not exempt from the requirement to adhere to these policies. In fact, NTID has additional responsibilities, due to the Federal funding RIT receives in support of NTID, to assure that its practices conform to the requirement of the Federal Government. In May of 1993, NTID submitted new Cost Principles to the Secretary of Education as required by the 1992 Amendments to the Education of the Deaf Act. These Cost Principles, though comprehensive in nature, and existing RIT policies leave a number of issues related to hospitality, gifts, memberships, contributions, etc., unresolved. The policies which follow, along with other RIT policies, are intended to augment the Cost Principles and will be considered a part of those principles.

These selected areas are not meant to be all inclusive and additions will likely be necessary as determined by feedback from the RIT community or should the Secretary of Education require it.

Application of Policies

The policies which follow relate to all expenditures made by NTID without regard to whether the activity is supported through Federal or Non-Federal Funds. When an activity in any of these categories of cost is deemed allowable, and when an exception is made to any of these policies, federal funds will not be used.

Policy Waivers

As with all policies, certain circumstances may arise such that an exception to a policy may be necessary or appropriate. Any exceptions must be approved in advance by either the Dean or the Director of NTID. Requests for exceptions must be presented by a Center Director prior to incurring any expense.
HOSPITALITY

General

There are occasions in which official hospitality activities are in the best interests of NTID. It is essential that such activities be in keeping with NTID's institutional mission and image.

Meetings

When a meeting is hosted or sponsored by NTID, or by an authorized member of the faculty or staff and includes representatives of organizations external to the RIT community, NTID may defray the costs of meals and light refreshments. Such meeting expenditures must be approved in advance by the Department Head from whose budget the funds will come to support the expense.

Prospective Faculty or Staff Members

When a prospective faculty or staff member is being recruited, the cost of meals and other necessary expenses are met by NTID. Expenses of faculty and staff members may be included if a luncheon or dinner interview is necessary. No more than one faculty or staff member will be supported unless prior approval is given through the Director's Office for additional interviewers since these expenditures are supported through the Director's Office budget.

Intra-Institutional Hospitality

Expenses associated with hospitality, including meals, among employees of NTID and all other RIT employees are not allowable.

Inter-Institutional Hospitality

Expenses associated with hospitality between employees of NTID and representatives of organizations external to RIT are allowable only when there is a clear business purpose for the interaction related to the mission of NTID.

Celebrations

Expenses associated with birthdays, holidays, and promotion celebrations are not allowable. It is expected that the participants will bear these costs, if incurred.
Retirements

Expenses associated with hosting an on-campus reception honoring NTID employees who are retiring or otherwise leaving NTID are allowable but limited to relishes and other light refreshments. Alcoholic beverages are not allowable. The budget of the Department or Center hosting the event will support the expenses.

Center/Department Meetings

Expenses associated with refreshments for center/department meetings and other programmatic events involving students are allowable on the premises of RIT. In addition, expenses associate with a group faculty/staff professional development activity are allowable. Funding to support such activities will come from the sponsoring department or center budget.

Off-campus hospitality will ordinarily not be allowable, especially dinners. There may be rare instances where an off-campus retreat or group professional development activity is appropriate, and expenses for relishes and light refreshments would be allowable.

Off-campus meetings involving individual departments must be approved in advance by the Center Director prior to any expense being incurred. If approved, funding to support the activity will come from the center budget or Dean's budget.

Off-campus meetings involving entire Centers must be approved in advance by the Dean prior to any expense being incurred. If approved, funding to support the activity will come from the center budget or the Dean's budget.

Alcohol is an unallowable expense for both on- and off-campus activities of these types.

Institutional Meetings, Celebrations

Expenses associated with institutional meetings or celebrations are allowable. These meetings must be sponsored by the Dean and Director of NTID and will be supported through their budgets. Such activities must have a programmatic purpose or meet a criterion addressing issues of employee morale. (See Cost Principles re: Employee Morale).
GIFTS

General

Expenses for gifts are normally not allowable. However, there may be situations where it is in the interest of NTID to present gifts to quests of the Institute. In addition, special recognition of an employee of NTID by the presentation of a gift to recognize such occasions as retirement or length of service may be appropriate, but only through the Director or Dean's offices on behalf of the Institute.

Gifts from a particular department are not allowable. Examples of unallowable department gifts would be those in recognition of occasions such as birthdays, Secretary's Day, "going away" gifts, etc.

Authorization

Gifts must be presented on behalf of NTID. The Dean or Director of NTID must approve the granting of any gift. Requests must be presented for approval by a Center Director prior to incurring the expense. Under no circumstance may the gift be alcohol.

Hospitalizations, Illness, Birth/Adoptions

In the event of hospitalization or prolonged illness of an NTID employee, or birth/adoption of a child to an NTID employee, a card and a small gift will be sent to the employee to express the sentiments of the NTID Community appropriate to the occasion. This policy will apply to any active employee, retiree, or former employee on total disability.

The Dean's office should be notified of these situations when they arise. This notification should include the name of the employee involved, the hospital, if applicable, or the child's name if a birth/adoption has occurred. The Dean's office will obtain the signatures of the Dean and Director on the card and sent the mailing to the employee.
NTID MEMORIALS

General

In the event of the death of an employee or a member of an employee's immediate family, a $20.00 contribution may be made to the Robert F. Panara Scholarship Fund (NTID Scholarship Fund) as a gesture expressing sympathy to the survivors of the deceased.

Contributions

Contributions, flowers or other gifts made directly by a department of NTID are not allowable. Departments should notify the Dean's office of the name of the employee who has had a death in his/her family, or the name of the employee who has died. The name of the deceased and their relationship to the employee should be included. The Dean's office will prepare a letter of condolence from the Director and Dean to the family and process the donation to the Panara Scholarship Fund. The letter will be forwarded to the Director's office for approval and mailing.
ALCOHOLIC BEVERAGES

General

Expenditures for alcohol by NTID are generally unallowable. In situations where activities occur which are related to the mission of NTID and involve individuals external to the RIT Community, the policies of RIT relating to the provision of alcoholic beverages will apply. This situation would include National Advisory Group meetings, Curriculum Advisory Group meeting, and interactions with individuals representing other external groups which provide service to the Institute, its Centers and Departments.

Institute Sponsored Events

At Institute-sponsored events whose participants are limited to the RIT Community, alcohol will only be offered on a cash bar basis.

Out-of-Town Travel

Expenditures for meals are allowable while faculty and staff are traveling on Institute business. The cost of alcoholic beverages, consumed as a part of the meal or otherwise, are not allowable.

Application of Policy

This policy only applies to the expenditures for alcohol from the NTID budget. Events which are held at NTID, but not supported from NTID resources, are subject to the policies of RIT and, as such, are not subject to the above-stated restrictions.
GOODS AND SERVICES FOR PERSONAL USE

General

Expenses incurred for goods or services for the personal use of NTID employees are unallowable regardless of whether the cost is reported as taxable income to the employee. In the unusual event that a personal expense is incurred, the employee must reimburse NTID immediately.

Goods and Services

Goods and services such as duplicating (paper and videotape), word processing, use of computer time and equipment, mailing, fax services, telecommunication services, etc., for work that is outside the scope of NTID or for consulting and other activities that personally benefits an employee of NTID, are unallowable.

Determination of Allowability/Reasonableness

The areas which provide the requested services will make the initial decision as to the allowability of a particular request based on this policy. In addition, the reasonableness of a particular request will be a factor in the determination to provide services. Faculty and staff may appeal any decision to the Office of the Dean.

Examples of Unallowables

1. Goods and Services to support faculty or staff teaching non-NTID-related courses (e.g., CCE).
2. Goods and Services to support and individual's participation in outside non-education civic organizations.
3. Goods and Services to support faculty or staff who are providing external services for a fee, even though related to the field of deafness.
4. Goods and Services associated with the educational advancement of faculty or staff, when such advancement is not a condition of employment or an academic program accreditation requirement (e.g., Dissertations, Masters Theses, etc.).
5. Goods and Services to support faculty or staff who are working on activities supported by a grant unless they receive prior approval or NTID is reimbursed as a part of the grant funding.
Examples of Allowables

1. Goods and Services to support faculty or staff associated with their own educational advancement, when it is a condition of employment or academic program accreditation requirement (e.g., Dissertations, Masters Theses, etc.).

2. Goods and Services to support individual's participation in outside organizations whose mission is to serve the interests of the deaf in accordance with the policies contained in the Guidelines and Procedures for NTID Support of External Organizations.

3. Goods and Services to support professional activities of faculty and staff are allowable in so far as such activities are part of the expectations for promotion and tenure and/or otherwise delineated as an expectation in their plan of work. These include, but are not limited to, research and creative activity in a professional specialty, writing and publication in a specialized area, presentations and other forms of scholarship. Inclusion of an activity in a Plan of Work does not guarantee institutional resources in support of that activity—the 'determination of reasonableness,' as defined at the start of this section will apply.

Priority

The Goods and Services listed as allowable will be provided as resources and time permits. Similar services which are to be provided directly to students or in some other way directly benefit students will always assume a higher priority and, as such, requests for services by faculty or staff may be delayed or denied.
HOUSING AND PERSONAL LIVING EXPENSES

General

All expenses related to housing and personal living expenses of NTID employees are not allowable unless specifically provided for in an employment contract. Inclusion of such expenses in an employment contract may be granted with the prior approval of the Dean or Director of NTID.

Relocation Assistance

Temporary living expenses are allowable according to the guidelines presented in Policy #2.06 of the RIT Personnel Policies Manual.
LOBBYING

General

Expenses incurred in the support of lobbying activities on behalf of NTID to Local, State, or Federal agencies or Congress are not allowable.

Education

Expenses incurred for activities intended to educate any of the above regarding programs, projects, and activities conducted at NTID are allowable with the prior approval of the Director of NTID.
MEMBERSHIPS/DUES

General

Memberships in country clubs and social or dining clubs and organizations are not allowable.

NTID-Related/Professional Organizations

The expenses associated with the dues or memberships for individual employees in organizations are unallowable. This applies to all individual dues and memberships in all organizations including professional organizations and organizations of and for the deaf. In certain special cases, the Dean or Director may provide for an exception if such exception addresses a major institutional need.

General

Faculty and staff members often join professional organizations in order to remain current in their fields, provide networking opportunities, access to professional journals, and the like. While NTID encourages these activities, it is the responsibility of each faculty and staff member to decide to access these opportunities and assume expenses associated with dues and memberships.

Conferences/Memberships

This policy is not intended to limit individuals' access to professional conferences or meetings. Those activities are encouraged as a part of individual professional development plans and are supported by NTID through budget allocations to Centers.

Registration fees for conferences often have varying rates for members and non-members of the organization. If it is less than or equally expensive to both join the organization and pay the lower registration fee for the conference, the faculty or staff member should do that. These situations should be discussed with the appropriate Department Head prior to the expense being incurred.

Institutional Memberships

Expenses associated with institutional memberships in organizations or accreditation agencies are allowable. These may be professional organizations or organizations of and for the deaf. These memberships must be in the name of NTID; however, designations of individuals covered under the membership is appropriate as allowed or required by the specific organization.

These expenses will be supported through the budget of the Office of the Dean and the Director. Institutional membership in a particular organization for NTID will be requested by a Center Director and approved by the Dean.
LOSSES ON OTHER AWARDS

General

NTID, in the course of its activities, may secure special funding for projects from sources other than the NTID appropriation. The finances for these projects must remain separate and distinct from the general operations of the Institute.

Definition of Losses

Grants are awarded to NTID based on proposals which are submitted to a funding agency or organization. (This policy is not limited to Federal agencies.) These proposals include budgets which indicate planned expenditures for activities. These plans may or may not include a financial or service contribution to the activities from NTID's budget.

A loss on the award would occur when the actual expenditures for the proposed activities exceed the original plan approved by the funding agency or organization. Making up for these losses from the NTID Appropriation is not allowable. Financial deficits must be covered by the funding source.
CONTRIBUTIONS

General

Contributions to non-educational civic organizations are not allowable. Gifts in-kind, personal service and underwriting of specific functions that further the mission of NTID with organizations of and/or for the deaf are allowable.

Related Organizations

Specific policies governing these activities may be found in the Guidelines and Procedures for NTID Support of External Organizations.
ANTIKUES, FINE AND ORIGINAL ART, COLLECTIBLES, DECORATIVE OBJECTIVES

General

Expenses for antiques, fine and original art, collectibles and decorative objects by Centers or Departments are unallowable.

Authorization

Expenses for antiques, fine and original art, collectibles and decorative objects are allowable only when purchased with the intent of adding them to the Institute Art Collection. These items may be purchased by the Dean or the Director. These items may, however, be housed in individual offices, as appropriate.
SUBSCRIPTIONS

Expenses associated with individual subscriptions to journals or magazines for members of the faculty and staff are unallowable. Subscriptions for journals or magazines for NTID department use are allowable.

General

Access to professional publications can be a valuable part of a professional development program for faculty and staff. Individual subscriptions are the responsibility of an individual and not NTID.

Departmental Subscriptions

Departments or Centers who wish to purchase journals for Department or Center use should do so as they would for other office institutional supplies.
Attachment B

Professional Development Activities
From Past Years

- Workshops/speakers
- Minigrants (for supplies, books, research activities)
- Subscriptions to journals
- Student/faculty/staff social activities
- Cross-Center professional development activities
- Special discussion groups (books, issues)
- Short term work experience in business/industry/education
- Center-based all day conferences
- Sign language/deaf culture experiences
- Outdoor Education experiences
- Support for external workshops at conferences (e.g. CUE Fees)
- Support for local conference attendance
- Teleseminars
- Support for faculty/staff making external presentations
- Retreats