



Professional Development (PD) Funding Request Application: Support Resources for Supervisors

Resources

- [Vector Solutions Instructions](#) (page 12)
- [View the full 2022-2027 Strategic Plan](#)
- [Professional Development Committee webpage](#)
- [Committee Guidelines and How to Apply for Funds](#)
- [Professional Development Funding Application Scoring Rubric](#)

Checklist

1. Time Away from Office/Classroom

- ☐ The amount of time requested is reasonable given the scope of the activity.
- ☐ The timing minimizes disruption to instructional, operational, or student service responsibilities.
- ☐ The employee has clearly communicated the dates and duration.

2. Coverage Plan

- ☐ Adequate coverage is available during the employee's absence.
- ☐ Coverage plan has been discussed and approved (e.g., colleague coverage, rescheduled duties, adjusted timelines).
- ☐ Student or service impacts have been considered and addressed.

3. Relevance to Position, Program, Institution

- ☐ The activity directly supports the employee's current role or responsibilities.
- ☐ The activity aligns with departmental, programmatic, or institutional goals.
- ☐ The skills or knowledge gained will benefit the employee's work and/or the department.

4. Other Funding Sources

- ☐ Other potential funding sources have been discussed (e.g., department funds, grants, external sponsors).
- ☐ PD funds are being used appropriately as a primary or supplemental source.
- ☐ The request reflects responsible and efficient use of PD funding.

5. Sustainability & Future Planning

- ☐ This activity is a one-time or occasional opportunity **OR**
- ☐ If this activity is anticipated to be recurring, there is an understanding that the department will plan and budget for future participation.
- ☐ Expectations for future funding have been discussed with the employee.

Support

If you have any questions about the **Vector Solutions** platform, please contact:

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