



Faculty Professional Development

Retrenchment Professional Development Funding (RPDF)

Part 1. Guidelines and criteria for funding

Faculty Retrenchment Professional Development Funding (RPDF) are grants awarded to contracted, permanent Lane faculty members who are facing retrenchment in their current faculty positions. The RPDF grant is a paid leave opportunity for extended professional development or training intended to strengthen skills and quickly develop proficiencies to meet new certification requirements or retain currency needed for teaching in other subject areas at the college.

In order to create flexibility in acquiring new skills or certifications, faculty can apply for one or two terms of leave (which may be used across one or more terms akin to options for sabbatical leave). The leave may also occur while maintaining a partial teaching load. If awarded, the faculty member will receive the equivalent of one term release at their current salary or two terms release at 87% of regular salary. Please refer to **Article 23.8** of the [Faculty Contract](#) for details as related to sabbatical awards.

Applicants must meet all criteria:

1. Employee must be a contracted, permanent faculty member and have worked at the college for at least 2 years. Employees with 2 years of service are eligible to apply for 1 term of leave. Employees with 4 years of service are eligible to apply for 2 terms of leave. Note: Award is calculated on present contracted salary, not on projected or scheduled overloads above contracted salary level.

2. RPDF is designed for upgrading skills and acquiring certifications that enable the faculty member to qualify for teaching or to bring skills and education up-to-date in other areas of the college curriculum. It is not intended for development of skills for teaching subjects or disciplines not currently represented in the LCC Course Catalog, or likely to be added.
3. The recipient of RPDF funds shall notify the committee in writing if there are any changes in circumstances that preclude completing the upskilling. Each request will be reviewed, and applicants will be notified in writing of the committee's decision in a timely manner.
4. Upon completion of RPDF, the recipient must continue employment at LCC or return to LCC for a minimum of one term per term of leave granted. If the recipient does not return to LCC, or does not complete the leave as approved, he/she must repay to the college the portion approved, plus actual OPE. In advance of applying, applicants should consult with LCCEA to fully understand their rights in the case of full or partial retrenchment, including opportunities for recall to other disciplines.

All applications must be complete, signed, and include all requested information. Responses to questions in the application should be clear, detailed, and thorough, and submitted online using the [RPDF Application Form](#). The committee will not review incomplete applications.

Restrictions:

RPDF funding cannot be for personal business interests outside of college employment, nor for immediate, direct, or indirect financial gain.

No faculty member on leave shall receive a combined income (development leave award plus possible outside income) amounting to more than 100% of his/her contracted salary. Tuition, fee grants, and scholarships shall not be considered additional salary.

NOTE: Please refer to Article 18 of the [Faculty Contract](#) for more information on patents, inventions, copyrights, intellectual property rights and use of college equipment.

Final Report:

Please submit a short, written report no later than the second week of the term following the activity that includes:

- A summary of the professional development activities engaged in during the funded period.
- A description of the results and/or outcomes of your project. Please include any supporting documents, creative works, or products that you feel are relevant to the outcomes.

Submit your report as a Word or PDF document (including a cover page with your name, the title of the project and the term/date of your funding). Email report to the FPD Coordinator at taylorb@lanecc.edu. Please do not exceed 2-3 pages of text. Please keep a copy for your own records.

Part 2. Application Form

Please complete all parts of the [RPDF Application Form](#). (A preview of application questions is below.) Once you have submitted the form, a copy will be emailed to you.

Intent and Plan - Outline what you intend to do if granted Retrenched Professional Development (RPD) funding. Be sure to include an explanation of your goals and purpose. Please be specific and include details of proposed activities for the requested funding. You may include information about any preparation you have done or will do prior to your proposed leave. Please include details about when (e.g. which term or terms) you plan to utilize the leave.

Growth – How will this proposed RPD contribute to your professional growth? How will the development improve your work as a faculty member? How will this training contribute to your development in teaching in other disciplines?

Relevance and Value - How is this activity valuable and relevant to one or more of the following: division/department, discipline, program, profession, and/or students?

The decision of the Committee is final and is subject to appeal only on grounds specified by LCCEA Executive Board.