ARTICLE 35
Conference Leave

35.1 Description

Funding allocated per this article will be for full-time and associate members, for conferences, professional meetings, and other activities designed to improve the professional competencies of the members. This funding will be approved by a Conference Leave Committee, established at each college and composed of two faculty (one selected by the Academic Senate and the other selected by the WVMFT), and one administrator (selected by the college president).

Activities shall be related to the specific professional area of the member; provide innovative ideas, update teaching techniques/methods, and present new areas for growth in the members' professional area; or other related professional activities.

1. Activities shall be pertinent to the educational objectives of the department and college.

2. Activities shall not require the member to be absent from scheduled duties more than five (5) workdays during an academic year. An extension may be granted with the approval of the appropriate college President.
3. All travel and conference attendance associated with this article must comply with AP 6311 and AP 7400.

4. Leaves granted under this article are considered to be paid leaves.

5. Within the fiscal constraints of the District, funds for substitutes may be provided.

35.2 Conference Funds

The District will allocate $250,000 per academic year divided among each college on a prorated basis according to the relative number of full-time faculty at each.

The money is not vested by any individual faculty member or academic department. Eligibility for conference participation is during the term of active employment.

Any conference funds not used during the year shall not roll-over to the next academic year.

Conference funds currently available as of the end of the 2018-2019 academic year shall be retained in their respective accounts. Availability of those (legacy) funds to the departments or faculty to which they are allocated shall be retained for the duration of the 2019-2020 academic year for any and all approved conference leaves. Legacy funds shall be swept on the first day of instruction in the fall 2021 semester.

35.3 Conference Leave Reimbursement of Expenses

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Faculty members who wish to use district conference funds for conference expenses shall complete and submit to the Committee "Section I" of the Conference Attendance Reimbursement form along with form "Application for Conference Funds." Approval of the "Application for Conference Funds" shall be at the discretion of the Committee. Committee approval shall allow prepayment for registration, hotel, and airfare by Accounts Payable if applicant submits documentation and check request(s). The Committee shall submit to each applicant a "Statement of Approval," indicating the award amount, when an application is approved. The Committee should make every effort to approve applications for conference funds in a timely and ongoing manner throughout the academic year.

Following completion of the conference, the member shall complete and submit "Section II" of the Conference Attendance Reimbursement form along with original receipts and the "Statement of Approval." to Accounts Payable. Should expenses be less than the original award amount, Accounts Payable will only reimburse the member for actual conference and related expenses.

The Committee should make every effort to accommodate the professional development of all members by adhering to a fair and equitable process when evaluating applications. It should be an objective of such process to benefit as many members as possible.

FOR THE WVMFT:

FOR THE DISTRICT:

Kate

Dated: 19, August 2019

WVMFT

Dated: 19 August 2019

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