



Presidencia

UNIVERSIDAD CENTRAL DE BAYAMÓN

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Executive Order ACA. 15-03) (Amendment ACA Executive Order 11-01 of March 29, 2011

May 15, 2015

DEANS

DIRECTORS OF ACADEMIC COLLEGES ADMINISTRATIVE DIRECTORS FACULTY

POLICY FOR FACULTY PROFESSIONAL DEVELOPMENT

Introduction

Universidad Central de Bayamón establishes the Policy for Faculty Professional Development aimed at strengthening academic offerings, keeping the faculty qualified and updated as to the development of disciplines and areas of knowledge.

Purpose

Accrediting and licensing agencies establish as a requirement that every institution of higher education keep its faculty trained and up-to-date. The Middle States Commission on Higher Education (MSCHE) states that:

Academic research and service programs must be designed, developed, monitored and supported by qualified professionals. In compliance with this agency, UCB is characterized for:

- a. Having a faculty and professionals that is properly trained and qualified to occupy positions and carry out clearly defined roles and responsibilities.
- b. Having a faculty, professionals, and teaching assistants who demonstrate excellence in teaching and carrying out activities, evidencing continuing professional development.
- c. Supporting institutional improvement and development of the faculty.

The Board of Education of Puerto Rico (CEPR) also establishes in the *Regulations for the Licensing of Institutions of Higher Education in Puerto Rico* (CEPR 2012), section 15.4 (f), the following:

The institution must demonstrate professional development plans to train and update faculty as to the development of disciplines and areas of knowledge and related to institutional academic offerings and methodologies used for offerings and administration.

Variety of options for faculty professional development

1. Attend workshops or conferences. The faculty request to participate in workshops and conferences related to academic disciplines taught at the institution. Attendance should be evidenced by submitting a copy of the handouts and/or certificate of participation.
2. Pay tuition for doctoral studies or specialty. This is a financial contribution offered by UCB for tuition and fees for a faculty member with a rank, assigned to an academic college.

Guidelines for granting financial aid for doctoral studies or specialty

1. The director of the academic college assesses the merits of the request for professional development, and according to the needs of the college itself and professional development plans, makes the recommendation to the Academic Dean.
2. Applicants selected for financial aid for professional development must meet the following criteria:
 - a. Completed a minimum of two years of satisfactory service under full-time contract.
 - b. Apply for financial aid, in writing, six (6) months prior to authorization for studies.
 - c. Coordinate with the College Director a study schedule that does not conflict with teaching schedule.
 - d. Preferably direct their studies towards a doctoral or post-doctoral in a new specialty within their discipline or area of academic need identified by the college. Studies can also be directed towards areas identified by the institution as priority with potential future development.
 - e. Not accept additional paid work without the consent of the President.
 - f. Submit semi-annual or quarterly reports to assess academic progress.
 - g. Reimburse the full amount of financial aid received to obtain the degree, in any of the following cases:
 1. **Failure to obtain the degree:** The employee agrees to complete the degree within the established period; in failing to do so, the employee must reimburse the full amount of aid.
 2. **Abandoning services:** The employee agrees to repay the full amount comprising the equivalent of the financial aid received from the University if he or she abandons services at UCB before earning the degree, or before fully complying with the obligation of five (5) year services after obtaining the degree,
 - a) If the employee provides one year of service after obtaining the degree, a reimbursement of 80% of the aid is required.
 - b) If the employee provides two years of service after obtaining the degree, a reimbursement of 60% of the aid is required.
 - c) If the employee provides three years of service after obtaining the degree, a reimbursement of 40% of the aid is required.
 - d) If the employee provides four years of service after obtaining the degree, a reimbursement of 20% of the aid is required.
 - e) If the employee complies with five years of service after obtaining the degree,

no reimbursement is required.

3. In the case that UCB has to resort to the courts for breach of contract by the employee, it is subject to the jurisdiction of the courts of the Judicial District of Bayamón in the case of collection of money, in which case the employee will pay the costs, expenses and attorney fees incurred by the UCB.

Procedure

A. Applicant

1. Submit a written request to the director of the academic college on or before the second week of January prior to the beginning of the academic term. This request will include the following:
 - a. The purpose of the studies, degree to pursue, specialty, estimated time of completion and estimate of expense budget.
 - b. Official documents that complement and facilitate the evaluation of the request, such as: description of the academic program, acceptance letter, curriculum counselor's name and / or thesis committee, as applicable.
 - c. Accompany the written request with the financial aid application form for Professional Studies Request.
2. Once all documents are submitted, a timely communication from the President or the Dean of Academic Affairs, informing the final decision regarding the request is sent.
3. Accepted the request, the agreement establishing the terms and conditions of the **Agreement on Financial Aid for Studies** must be formalized in the Office of Human Resources.
4. The professor should submit, via the academic college director, to the Dean of Academic Affairs a semi-annual or quarterly report of academic progress, accompanied by an official certificate of academic records and other documents to assess progress (i.e. thesis, etc.).
5. Upon completion of studies, an official transcript and copy of diploma, degree or certification granted are submitted to the Dean of Academic Affairs, through the college director.

B. College Director

1. Evaluate each request, taking into consideration the following criteria: quality of the work by the applicant, institutional need in the particular area of specialty of the degree, probability of completing the degree to which candidate aspires, duration of studies, type of degree, institution conferring the degree and years of service to UCB under full-time contract.
2. Submit the *Application Financial Aid for Professional Studies* to the Dean of Academic Affairs, with recommendations and requests on or before the third week of January or in the time limit to complete the degree or specialty prior to the start of the academic year.
3. Receive a copy of the communication from the President or the Dean of Academic Affairs concerning the final decision of the request.
4. Submit to the Dean of Academic Affairs a semiannual report including: course outline of academic program, the work plan and academic load, with comments on compliance and progress of the recipient.

5. Receive and submit to the Dean of Academic Affairs the final report, the official certification, and copy of the diploma with comments on the progress of the recipient.

C. Dean of Academic Affairs

1. Receive from the College Director the written requests and forms: Request for Financial Aid for Professional Studies with recommendations.
2. Begin the collection of relevant information.
3. Request from the Office of Human Resources an analysis of the official record of each applicant. The office will conduct an analysis of the official record of each applicant and recommend the Financial Aid Application for Professional Studies of each to the Presidency, once the priority of allocation of funds is discussed for each application.
4. Receive the final decision from the President and inform the applicants.
5. Once the financial aid is granted:
 - a. Each semester the Dean of Academic Affairs receives from the college director the professor's progress report. At the end of the study period, the Dean must submit the applicant's comprehensive progress report, the official transcript and, if applicable, a copy of diploma, degree or certification conferred.
 - b. In collaboration with the Office of Human Resources, the Dean of Academic Affairs will complete the appropriate forms.
 - c. Coordinate with the Office of Human Resources, where applicable, the checks for financial aid, as set out in the agreements.
6. Keep a personal file with the forms of each applicant and monitor their progress.

D. President

1. Receive from the Dean of Academic Affairs the application for studies with the recommendations and the priority for each case.
2. Submit, at personal discretion, before the Administrative Board, applications requiring tuition payment of five thousand dollars (\$ 5,000) per semester. If deemed appropriate, the President approves applications for benefits without submitting them to the Administrative Board.
3. Authorize the Dean of Academic Affairs to inform the applicant of the approval of financial aid, as well as other related offices.

E. Human Resources

1. The Office of Human Resources will draft the agreement on Financial Aid for Studies.
2. Receive from the Dean of Academic Affairs the progress reports, copies of official certifications and other communications from the professor for any necessary action and submit copies to the Office of Academic Affairs.
3. Prepare an analysis of the official record of each applicant.
4. Complete all forms in collaboration with the Dean of Academic Affairs
5. Complete the agreement of Financial Aid for Studies and any other document signed by the President and the Beneficiary.
6. Process the signatures on all legal or quasi-legal documents.
7. Receive from the Dean of Academic Affairs copies of official certifications, transcripts, reports and other communications from the beneficiary of financial aid to

form part of the official record.

8. Coordinate the preparation and distribution of financial aid checks as set out in the agreements concluded.

Effective:

This policy shall take effect immediately and supersedes any other guidelines, rules, policies or procedures that are in contrast to the provisions herein.



Lillian Negrón-Colón, Ph. D.

President

Appendix: Application for Financial Aid for Studies