



Presidencia

UNIVERSIDAD CENTRAL DE BAYAMÓN

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EXECUTIVE ORDER ACA. 11-01

March 29, 2011

DEANS
COLLEGE DIRECTORS
FACULTY

FACULTY PROFESSIONAL DEVELOPMENT POLICY

Introduction

Bayamon Central University established the following Faculty Professional Development policy which aims to strengthen academic offerings keeping the faculty trained and updated in accordance with the development of disciplines and knowledge areas.

Purpose

Accrediting agencies and licensors established the requirement that all institution of higher education keep a trained and updated faculty. In this regard the Middle States Commission on Higher Education (MSCHE) in its document, Characteristics of Excellence in Higher Education (MSCHE 2006), established in standard 10 the following:

"The academic research and service programs, are designed, developed, monitored and supported by qualified professionals. According to the standard, accredited institutions are characterized by:

- a. Have properly trained faculty and professionals qualified to fill the positions and perform duties and responsibilities clearly defined and appropriately.
- b. Having faculty, professionals and teaching assistants who demonstrate excellence in teaching activities, and showing evidence of a continuing professional development.
- c. Support institutional improvement and faculty development.

The Puerto Rico Council of Higher Education (PRCHE) stated in the Regulation for licensing of higher education institutions in Puerto Rico (CESPR 2008), Section 51.4 (e) (f), the following.

The institution should:

- a. Have a Faculty Development policy aimed at strengthening academic offerings;
- b. Have a professional development plan aimed at maintaining a qualified and updated faculty in accordance with the development of disciplines and knowledge areas related to institutional academic offerings and methodologies used for their offering and administration

Different faculty professional development options:

1. Attend workshops and conferences - The faculty requests to participate in those workshops and conferences related to academic disciplines taught at the institution. Must demonstrate attendance and present a copy of the material and certificates received in such activity.
2. Pay tuition for doctoral studies or specialty - This is a financial contribution offered by BCU to pay tuition and fees to a faculty member with their rank assigned to an Academic College for their graduate studies.

Norms for awarding financial aid for doctoral studies or specialties:

1. Based on their merits, academic school directors will evaluate each faculty member's request for professional development in accordance with the needs of the College and professional development plans and will submit its recommendation to the Dean of Academic Affairs.
2. Selected candidates for financial aid for professional development must meet the following established criteria:
 - a. Must have completed at least two years of satisfactory service under a full-time contract.
 - b. Apply for financial aid, in writing six (6) months before the authorization to study.
 - c. Coordinate with the Academic College Director a study schedule that will not conflict with their class program.

- d. Preferably direct their studies toward a doctoral degree, post-doctoral or a new specialty within their discipline or area of academic need identified at their College.
- e. Commit to provide BCU for a specified time of not less than five (5) years services once concluded the study process.
- f. Cannot accept additional paid work without the authorization of the President.
- g. Submit semiannual or quarterly reports to assess achieved academic progress.

Procedure:

A. The Applicant

1. Must submit a written request to the Academic College Director on or before the second week of January before the beginning of the academic year in which the participant will study. The following request must include:
 - a. The purpose for studying, degree to which he/she aspires, specialty, estimated time to complete studies and estimated budget of expenses.
 - b. Official documents that complement and facilitate the evaluation of the petition, such as: description of the academic program, acceptance letter, curriculum advisor's name and / or thesis committee.
 - c. Accompany with the written request the Professional Studies form for financial assistance.
2. Once submitted the documentation, you will receive promptly, communication from the President or the Dean of Academic Affairs, informing the final decision regarding your request.
3. In case the request is approved, it must be formalized at the Personnel Office, the agreement establishing the terms and conditions for Financial Aid to study.
4. The professor agrees to submit, via the College Director, to the Dean of Academic Affairs a biannual or quarterly academic progress report of their work, accompanied by an official academic records certification and other documents to assess progress (ea. thesis, other).
5. Once their studies are completed the applicant will present, via the College Director to the Dean of Academic Affairs, an official certification of the transcript, copy of diploma and degree or conferred certificate.

B. The College Director:

1. Evaluates each professor's request, taking in consideration the following criteria: quality of work done by the applicant, institutional need in the particular area of specialization leading to the degree, probability of completing the degree for which one aspires, duration of education, type of degree, institution to be carried out studies and years of service to BCU under full-time contracts.
2. Submit the Application for Financial Assistance for Professional Studies duly completed to the Dean of Academic Affairs, with its recommendations and requests on or before the third week of January or on the deadline for compliance with the degree or specialty requested prior to the beginning of the academic year in which they will carry out their studying.
3. Receives a copy of the communication from the President or the Dean of Academic Affairs, which informs the applicant the final decision regarding their request.
4. Receives and sends to the Dean of Academic Affairs a semiannual report submitted by the professor who is studying, the work plan and their academic load with their comments regarding the performance and progress of the recipient.
5. Receives and sends to the Dean of Academic Affairs the final report, the official certification of the record and a copy of the diploma with comments about the recipient progress.

C. The Dean of Academic Affairs:

1. Receives from the school director the written requests and forms: application for Financial Aid for professional studies with its recommendations.
2. Collecting relevant information starts.
3. Requests to the Human Resources Office an analysis of the official record of each applicant. Analyzes the official record of each applicant and once the funds allocation priority is discussed in each request will proceed to recommend the request for financial assistance to study for each applicant to the Presidency.
4. Receives the President's final decision and informs the decision to the faculty applicant.
5. Once the financial aid is granted:
 - Upon completion of each semester studies the College director receives progress reports of personnel that is receiving financial aid, the comprehensive

progress report of the applicant, the official certification of academic records and, if applicable, and a copy of the diploma, degree or certificate conferred to the professor.

- In collaboration with the Human Resources Office completes the appropriate forms.
 - In cases where it applies, coordinates with the Human Resources Office, the preparation and distribution of financial aid checks as stipulated in the agreements.
6. Maintains in the personal record, files of the respective forms related to benefits and monitors the payment of benefits through progress in studies .

D. President

1. Receives, from the Dean of Academic Affairs studies license petitions with its recommendations and prioritization of each case.
2. Submits, at his/her discretion, to the Administrative Board consideration to applications that are more than five thousand dollars (\$ 5,000) per semester. If considered appropriate can approve applications for benefits without submitting it to the Administrative Board.
3. Authorizes the Dean of Academics Affairs inform the professor of the approved award of financial aid and also other offices related to the continuation with the relevant procedures.

E. Human resources

1. The Office of Human Resources prepares the Financial Aid Agreement for Studies.
2. Receives from the Dean of Academic Affairs progress reports, copies of official certificates and other communications of staff on leave, or for the required indicated action and sending copies of them to the Office of Academic Dean.
3. Analyze each applicant's official records.
4. Complete forms in collaboration with the Dean of Academic Affairs.
5. Prepares the Studies Financial Aid Agreement and any other document for the Presidents and the Beneficiary signature.
6. Diligence the signatures for any legal or quasi-legal document.

7. Dean of Academics Affairs receives copies of official certifications, transcripts, beneficiary reports and other staff studies communications that should be part of their official records.
8. Coordinates the preparation, remittance or delivery of financial aid checks in accordance with the formalized agreements.

Validity:

This policy is in effect immediately and repeals any previous guidelines, rules, policies or procedures conflicting with what is provided herein.

Approved:



Lillian Negrón Colón, Ph. D.
President

Appendix: Forms