

ARTICLE 28

PROFESSIONAL DEVELOPMENT AND TRAVEL

- 28.1** The District will pay full and part-time faculty members for all pre-authorized travel and conference expenses. The District will pay full and part-time faculty members according to the following articles.
- 28.1.1** Each full-time faculty member will be allocated four hundred dollars (\$400) each academic year for professional travel and conference. Faculty members may choose to accumulate this allotment for a two-year period. A portion no less than fifty dollars (\$50) may carry over to a second (2nd) consecutive year. Notification of carry over must be noted on the "year end check out form".
- 28.1.2** Each part-time faculty member will be allocated one hundred dollars (\$100) each fall and spring semester for professional travel and conference. Faculty members may choose to accumulate this allotment for a two year period. A portion of no more than \$200 in each fiscal year and no less than fifty dollars (\$50) may carry over to a second (2nd) consecutive year. Notification of carry over must be noted on the "year-end check out form". To be eligible for this allocation, a part-time faculty member must have worked for Gavilan College for no less than four (4) consecutive fall and/or spring semesters at any time. Part-time faculty who have already satisfied this requirement are eligible for this allocation.
- 28.2** Full-time faculty members who submit an individual Professional Development Plan which specifically supports the College Strategic Plan will be granted up to two hundred fifty dollars (\$250) more every two (2) years. The individual Professional Development Plan must be submitted to the Department Chair and/or Supervisor for review and comment. It must be approved by the Faculty Staff Development Committee and the Vice President of Academic Affairs.
- 28.3** The Board authorized per diem allowances will be provided when authorized. The District does not reimburse the cost of alcoholic beverages.
- 28.4** Each full-time and part-time faculty member will receive the IRS maximum allowable cents per mile for pre-authorized use of personal automobiles for travel.