6.1 Professional Development
Board of Trustee Approval: August 6, 2007
Revised: October 1, 2015; October 1, 2019; October 1, 2020
Recognizing the importance of faculty and staff advancing their personal and professional
knowledge, competence, skills, and behaviors, Sandhills Community College will make
every effort to provide fiscal, human, and time resources within the fiscal limitations of
state, local, and institutional resources. As such, full-time employees are encouraged and
expected to identify and participate in professional development supporting the
effectiveness and efficiency of College goals and services. This participation should be in
coordination with the employees’ direct supervisor and in support of their professional
development plan. In addition to traditional faculty and staff development programs
available through general college funds, the SCC Foundation has designated an SCC
Career Educational Enrichment Benefit for all employees; the benefit is available in year
four of employment (following the employee’s probation/mentoring period).
This benefit can be used for focused professional advancement. To that end, the College
makes available $15,000 to each faculty and staff member over the lifetime of the
employee’s career; however, these funds must be used for these specific personal and professional advancement opportunities: x Sabbaticals (see Policy 6.6 for Staff and 3.5 for Faculty); available after year seven
of employment) x Advanced academic degrees (see Policy 6.2 and 6.3; available after year three of
employment) x International Education (see Policy 6.5; available after year three of employment)
These endeavors are funded at specific caps as outlined in the policies and are intended to
enrich the intellectual careers of faculty and staff. The President can approve additional
funds if Foundation accounts designated for these purposes are available.
6.1.1 Applications for Development Funding
Revised: October 1, 2015; October 1, 2017

Faculty members or department chairs may apply for funding support for faculty
development activities by submitting Travel Authorization and Travel Advance Request
forms and/or Travel Reimbursement Request forms available on the college website. FDC
funds may be used to provide activities and training opportunities for full-time or part-time
College employees. The forms will be submitted to the appropriate department chair for
approval and then to the Faculty Development Committee (FDC) first if FDC support is

discretion of the employee’s supervisor. Revised work schedules must not adversely affect
departmental services or job performance.

6.3 Faculty and Staff Enrollment in SCC Classes

Approval: August 6, 2007
Revised: October 1, 2012; October 1, 2019
Full-time college employees may register for one curriculum course each semester or one
continuing education course per academic year without payment of tuition or student fees,
excluding all-must-pay, self-supporting classes, audited, and applied music (MUS 161 and
162) classes. When employees register for classes which are conducted during normal
working hours, permission must be obtained in advance from the appropriate
administrator or supervisor. In cases where enrollment in a class is related directly to the
employee’s work, the employee’s supervisor may approve that time away from the
workstation as part of normal working hours. Otherwise, the employee must make up the
time lost from work. In cases where courses are job-related, the college’s staff
development fund, pending availability of funds, will assume the cost of the course
materials.
6.3.1 Application for Fee Waiver

Revised: October 1, 2012; January 8, 2019
As outlined in Policy 6.3, a faculty or staff member who wishes to take an SCC class must
obtain the approval of his or her supervisor if the class will take place during ()7(t)11( )] 4ill take plac (0912 0 6

6.6 Staff Sabbatical
Board of Trustee Approval: February 6, 2017
Revised: October 1, 2020
Sandhills Community College will establish, fund and provide a mechanism for continuing
professional development of staff in a manner that ultimately will benefit the students, the
College, and the academic community at large. Sabbatical leave should provide an
opportunity for continued professional growth and new (or renewed) intellectual