



## Pikes Peak State College (PPSC) Educational Procedure

### EP 225 – Instructional Services Professional Development

**Originated:**

Unknown

**Revised:**

January 2025

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**References:**

State of Colorado Constitution: [Article XXIX Ethics in Government \(Amendment 41\)](#)  
[Learning & Development for the State of Colorado | DHR](#)

**Approved By:**

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Deidre Schoolcraft

EP Committee Co-Chair, Pikes Peak State College

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### ***I. Purpose:***

The purpose is to inform Pikes Peak State College's (PPSC) Instructional Services (IS) employees of the opportunities and processes related to professional development (PD) as it is an integral part of continual improvement at our institution.

Instructional Services employees have various options for professional development that may be funded by external sources (subject to the provisions of Amendment 41) or funded in full or in part by PPSC funds. **IS employees should seek approval through their division/department PD approval process prior to committing funds to any activity.**

- a. Participation in professional activities needing funding must be pre-approved by the executive dean or associate dean.
- b. Out-of-state travel must be approved by the President whose decision is final.
- c. Participation in college-sponsored professional development activities includes the division paying for any substitutes to cover classes in the faculty member's absence if needed.
- d. Participation in non-college sponsored professional activities must be paid for by external funds.
- e. Faculty should email HRSDept@pikespeak.edu to determine if they need to submit annual leave or leave without pay for their absence from class(es).

The Center for Excellence in Teaching & Learning (CETL) provides professional development opportunities designed for faculty and instructors. As a key part of instructional services, CETL's mission is to foster professional growth and development for educators across the college. While workshops and programs are open to all instructional services employees, CETL's primary focus is supporting educators in their teaching roles.

### ***II. Scope:***

Instructional Services employees at PPSC (special issues discussed in last section).

### ***III. Procedure:***

#### **1. PROFESSIONAL DEVELOPMENT FUNDED BY THE COLLEGE**

If PD is a college-sponsored activity that will be paid for by PPSC, funding will include costs associated with travel, room, meals, substitutes, etc. Instructional Services employees will need to submit the appropriate In-state or Out-of- State travel requests (as well as any other documentation needed)

prior to obligating funds and promptly submit a Travel Expense Voucher (for reimbursement of expenses not prepaid by the college) at the conclusion of the activity.

#### **2. PROFESSIONAL DEVELOPMENT FUNDED BY AN EXTERNAL SOURCE**

If the professional development activity is funded by an external source (such as a vendor or a national organization) and is not deemed a college-sponsored activity, the college cannot contribute any funds towards the costs of the activity (see code of ethics: Article XXIX). If a faculty member will require substitutes for the time they are gone from classes, they may elect to use up to two personal days for their absence (in which case substitutes will be paid by the college), or the faculty member may submit the substitute information to their division (and the division will adjust the substitute and faculty pay accordingly).

### 3. PROFESSIONAL DEVELOPMENT – NOT COLLEGE SPONSORED ACTIVITY

Instructional Services employees may also elect to pay for a professional development activity themselves in whole or in part (depending on circumstances such as: limited availability of PD funds, nature of the activity, location, etc.). In this case, a faculty member would work with their executive dean on determining the costs/sources breakdown and how substitute(s) will be paid, consistent with the provisions of items 1 and 2 above.

### 4. SPECIAL ISSUES

- Promoting Advancement and Growth for Educators (PAGE) is developed to encourage instructors to take advantage of professional development opportunities both inside and outside of the college and to promote excellence in teaching while creating the opportunity for an increased pay rate. Instructors become eligible for paid PD opportunities once they reach the Tier 4 level of PAGE.
- Faculty Senate passed a resolution (2024) to provide PD funds as recognition to the Faculty of the Year and Instructor of the Year. The resolution specified a paid conference of faculty/instructor's choice up to a specified amount (for current FY information, please contact FacultySenate@pikespeak.edu).
- Training for Classified staff is offered by the Colorado Division of Human Resources (DHR) and is **open to all PPSC employee's classifications**. Please visit the DHR Learning & Development website for information regarding Statewide Training Programs and the Learning Experience Platform (LXP). If Classified staff wishes to attend PD not included in the offerings from DHR, a *Training Waiver form* (please email: [dpa\\_ldc@state.co.us](mailto:dpa_ldc@state.co.us)) will need to be submitted by the PD organizing team.










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Final Audit Report

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