



memorandum

February 8, 2018

To: Chancellor's Advisory Council

Subject: Multiple Professional Development Funding Sources

Currently, there are multiple sources of funding for professional development. This document is meant to provide clarity around the various funding sources. However, many of these funding sources are annual allocations that may not be funded in the next fiscal year and all are subject to change.

The two funding sources that occur annually are:

- Faculty Professional Development Funds
 - These funds are solely for faculty professional development.
 - The funds cannot be used for travel outside of the Hawaiian Islands.
 - The funds are vetted by the Faculty Development Council and approved by the Vice Chancellor for Academic Affairs.
- Staff Professional Development Funds
 - These funds are solely for staff professional development.
 - The funds cannot be used for travel outside of the Hawaiian Islands.
 - The funds are vetted by the Staff Council and approved by Vice Chancellor for Administrative Services Brian Furuto.

The following funding sources may not be available from year to year and, if available, the level of funding may vary.

- RTRF Professional Development Funds
 - All faculty and staff can apply for these professional development funds
 - The main purpose of the professional development must be to increase grant capacity, support an existing grant, or for training.
 - The funds can be used to cover all aspects of the professional development, including travel
 - The funds are vetted by department chair or program director, Dean, and Vice Chancellor, and approved by the Administrative Staff Council
- Title III Consortium Fellowships
 - These funds are for current employees, faculty and staff, with preference given to programs related to Native Hawaiian education and issues.

- The purpose of the funds is to increase the persistence (fall-to-fall), transfer, and graduation rate of Native Hawaiian students.
- The funds are vetted and approved by the Title III Consortium Project leadership team, based on recommendations from 'Aha Kalāualani
- Student Success Council Professional Development Funds
 - See the Vice Chancellors for Academic Affairs for details

All of the application forms, except for the Student Success Council Professional Development Funds, are on the Ohana website, click on the "Forms" tab and they are listed under "Professional Growth". <https://ohana.kapiolani.hawaii.edu/forms/>

Please note, the purpose of professional development is not only to encourage individual professional growth, but also to extend that professional growth to colleagues. As stewards of these funds, we seek the maximum benefit to increase student success at the College. It is the responsibility of recipients of these funds to ensure that what they bring back to the College has a discernable impact on our students, and that impact should be reflected in the completion reports that they submit after the training.



Louise Pagotto
Interim Chancellor