



PROFESSIONAL DEVELOPMENT GUIDEBOOK

TITLE III PROGRAM ADMINISTRATION

TABLE OF CONTENTS

OVERVIEW & TITLE III PURPOSE Page 3

SECTION I: POLICIES Page 4

SECTION II: PROCEDURES

Application Process Page 6

Post-Professional Development Process Page 7

SECTION III: TRAVEL EXPENSES..... Page 8

APPENDIX A

Application Criteria..... Page 10

Rubic..... Page 11

OVERVIEW:

The purpose of the Title III Program Administration Professional Development initiative is to provide faculty and adjunct faculty the opportunity and support for professional development through workshops, conferences, webinars, and work-related training. An essential element of institutional effectiveness in higher education is faculty engaging in professional development activities to learn about innovative practices in various areas, including (but not limited to) informed pedagogy, teaching, student services, research, management, and sustainability practices.

Title III Goal: The Title III Faculty Development program fosters the pursuit of teaching and scholarly excellence. At Bowie State University, Faculty Development enhances the vitality and growth of the students, the faculty, and the institution. The program is designed to foster and facilitate ongoing excellence in two primary areas of professional development: a) Teaching and b) Scholarship. These two areas are interrelated and mutually interdependent. Teachers who are active scholars, engaged in and aware of the ongoing expansion of knowledge within their academic fields, will bring their enthusiasm for their disciplines into the classroom and thus help foster within students a lifelong love of learning. The Faculty Development program at BSU wants its teachers to have every opportunity to enhance their role as teacher-scholars.

Faculty seeking reimbursement should incur the lowest reasonable travel expenses. However, if a circumstance is not explicitly covered in this travel policy, the most conservative course of action should be taken.

Title III's travel policy complies with [Bowie State University \(BSU\)](#), the [University System of Maryland's \(USM\)](#), and the [Department of Education](#) travel and reimbursement rules. Therefore, all business-related travel paid with Title III's funds must comply with these expenditure policies upon request and approval.

SECTION I: POLICIES

ELIGIBLE CONTENT FOR PRESENTATION:

Presentations should focus on research, projects, or studies conducted under the auspices of, or in collaboration with, Bowie State University. The content should highlight the institution's contributions to the field, ongoing research initiatives, and collaborative efforts within the academic community. Faculty members are encouraged to actively participate in professional development and present as Bowie State University representatives at conferences. This participation is a testament to our commitment to academic excellence and collaboration. All presenters are expected to engage fully in the professional development components of the conferences, ensuring comprehensive benefits from their attendance.

Additionally, faculty are expected to share the information they learned and feedback from their presentation with their department and peers, fostering an environment of continuous learning and improvement at Bowie State University. This sharing can be a formal presentation, a workshop, or a written report to disseminate valuable insights and foster academic growth within our community. Title III will not fund faculty to present only; the emphasis is on holistic professional development that benefits the individual faculty member and the wider Bowie State University community.

RESTRICTIONS ON INDIVIDUAL RESEARCH PRESENTATION:

Faculty members are not permitted to present individual research that has been conducted outside the scope of their affiliation with Bowie State University under the institution's representation. This guideline ensures that presentations align with our collective academic goals and institutional interests.

AUTHORIZATION AND RESPONSIBILITY:

Faculty are responsible for verifying that planned development has been approved for funding before attending the workshop/conference/training/etc. An individual may not approve their travel or reimbursement. Their direct supervisor, Dean, and Area Vice President must sign the travel reimbursement form.

Faculty members should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. See Section III: Travel Expenses for details. Title III reserves the right to deny travel-related costs for failure to comply with policies and procedures. The Title III office is required to review all expenditures for reimbursement. If a reimbursement packet is incomplete, the Title III Office will hold or return the packet to approve a complete packet. It is imperative to include all receipts (meal receipts are not required due to per diem) to avoid delays in the reimbursement process.

PERSONAL FUNDS:

Faculty members who use personal funds to facilitate travel arrangements will receive reimbursement after the trip with proper documentation submitted for approval.

DEPARTURE AND RETURN DATE:

When traveling to a conference, the departure date can start no sooner than one day before the start of the conference. The return date can be no later than the next day following the conference's conclusion.

INTERNATIONAL TRAVEL

Faculty can travel internationally on Title III starting October 15, 2024. The application for international travel will be available on the Title III Opportunities Microsoft Teams on October 1, 2024. The Department of Education must approve the application before a faculty member travels. The Title III Director will forward all applications to the Department of Education Program Officer. If approved, the faculty member can submit a spend authorization via Workday. Faculty should apply first to avoid completing a spend authorization if there is a potential denial. **Title III International Travel Applications are due to the Title III office 60 days before traveling.** This allows the Program Officer ample time to review the travel application and

the faculty member to create a travel expense with approvals to meet the 45-day deadline for the Title III office and the 30-day deadline for Grants Accounting and Renee Myers before the start of their travel. Funding is approved in order of application (first come, first served). Awardees are required to register in the [Smart Traveler Enrollment Program](#) (STEP) through the Department of State to ensure safety while on travel and to stay up-to-date on information in case of emergencies. Proof of registration must be attached to the spend authorization.

FUNDING:

Professional Development Opportunities (trainings, conferences, workshops, webinars, etc.) can occur any time during the grant year (October 1st – September 30th). Funds are available beginning October 15th of each grant year with a closeout date of August 31st. Professional Development applications are not accepted after August 31st and will reopen on October 15th.

Required approvals may vary according to the travel destination and availability of funds. Based on funding, each faculty member will be limited to two (2) opportunities for professional development per grant year. Full-time faculty are awarded up to \$3,000.00 per approved application, and adjuncts are awarded up to \$1,500.00 per approved application.

For international travel, each faculty member will be limited to one (1) opportunity for professional development per grant year. Full-time faculty are awarded up to \$6,000.00 per approved application, and adjunct faculty are awarded up to \$3,000.00 per approved application. Faculty are not permitted to travel domestically and internationally within the same grant period (October 1 – September 30th).

Applications awarded for professional development funds end at the end of the Title III grant year (August 30th). An extension to the next grant year is not allowable toward the next grant year.

SECTION II: PROCEDURES

APPLICATION PROCESS:

Each application must align with the **Title III Faculty Development purpose** (*see page 1 of this document*) and the [Bowie State University's Strategic Plan](#) (See Appendix B):

Applications for domestic travel and non-travel must be submitted **forty-five (45) days** before the travel date to ensure adequate time to complete the review process for a decision to approve or not. Applications submitted to the Title III Program Administration office **less than forty-five (45) days** before the event will **not** be considered for approval. Applications for international travel must be submitted **sixty (60) days** before the travel date. This allows the Program Officer at the Department of Education ample time to review the travel application and the faculty member to create a Spend Authorization.

Each person must submit their own application. Therefore, group applications are not accepted. Each application will count towards their two (2) allotted development opportunities.

[Click here](#) to access the Professional Development documents. Located in the Microsoft Team: "Title III Opportunities."

Professional Development Application – Domestic, international and non-travel applications are now electronic.

1. Provide a clear explanation of the need for the proposed professional development opportunity. The description should include aligning the professional development to one or more of the university's strategic goals. Also, identify how this project supports your department/unit and a plan for disseminating and integrating the information gained during your participation in the professional development activity.
2. **Application Review and Decision Process**
 - Once your application is submitted, our internal "travel team" will review your application and use criteria to determine your eligibility (see criteria and rubric in Appendix). If there are additional questions or concerns, you will be notified.
 - Once the team determines approval a letter will be sent via email to the applicant with details on next steps and grant budget information to enter your spend authorization in Workday.
 - Applicants who are not approved will receive a formal denial notice via email, which will include a detailed explanation of the decision. Denials are a rare occurrence and are usually due to University or Title III guidelines and policies.

INTERNATIONAL TRAVEL APPLICATIONS: Once your application is submitted, it will be sent to the Department of Education Program Officer for review and approval. It can take up to 60 days before we receive a response. Once the decision is made, the applicant will be notified.

3. **Spend Authorization Submission** (if applicable) – A spend authorization must be completed with the following attachments:
 - Hotel confirmation receipt
 - Transportation information (Mileage spreadsheet, if driving; Globetrotter travel for flight or rail, [Uber/Lyft estimated](#) cost, shuttle service, or rental car)
 - Registration confirmation receipt
 - Conference, Training, or Workshop itinerary/agenda
 - Meal breakdown during the trip (see rates)

Use Calculator(s) in TEAMS to calculate meal breakdown and parking. Convert the excel to PDF to add to your Spend Authorization.

Note: *Diner's Club Cards are available for faculty who travel at least twice per year. We strongly encourage those faculty members to apply for a diner's card through the Procurement office. This will eliminate travel reimbursement submissions upon your return. If you do not plan to travel frequently or if your department does not have access to a Diner's Club Card for securing travel expenses such as hotel and registration, please contact the Title III Office for assistance.*

POST-PROFESSIONAL DEVELOPMENT PROCESS:

A [Professional Development Post-Survey Report](#) must be completed and submitted **within ten (10) business days** following travel. The purpose of the report is to continue to show impact through the Title III Professional Development initiative. **This information will be used for reporting to the Title III office, Department of Education, Bowie State Cabinet and the University President.**

Expense Reports (for reimbursements) must also be submitted **within fifteen (15) business days** upon your return. Your report will not be approved by the Title III office until the post-survey is completed. Expense Reports submitted to the Title III office **after** sixty (60) business days of travel are reviewed on a case-by-case basis for reimbursement since submitted documents are outside university regulations. Expense Reports should include a copy of all receipts that match the expenses claimed on the report. **Per Diem is calculated using the state's current rates before the event and should not exceed the Spend Authorization. When the expense report is submitted in Workday, the approved "Request for Travel" form must be on file with the Controller's Office.**

The **Expense Report** must include:

1. Copy of the post-survey submission
 - Screenshot or download the confirmation response you will receive after completing the post-survey
2. Copy of approved Spend Authorization
3. Hotel Receipt
4. Transportation Receipts (taxi, Uber, Lyft, etc.)
5. Parking Receipts
6. Miscellaneous receipts (if applicable)
7. Meal receipts (if using a Diner's Card)

NOTE: *Incomplete applications or submissions will be returned to the traveler for completion and resubmission.*

If you have any questions regarding professional development, travel requests, or reimbursements, please email TitleIIIPD@bowiestate.edu or call Title III at x24395.

SECTION III: TRAVEL EXPENSES

Reservations and Ticketing:

Faculty must make reservations using the least expensive fare. All airline and rail tickets must be purchased through the university's contract travel service, [Globetrotter Travel](#), (301) 570-0800. Faculty should consult Title III procedures governing non-contract travel purchases before committing personal funds to determine if they will be reimbursable.

Title III does not purchase or reimburse for flight insurance, upgrades, or early-bird check-in.

Rental Car:

If a car rental is deemed necessary, Title III expects the lowest-priced vehicle to accommodate the trip's requirements.

- A. Title III does not reimburse employees for any purchased car rental insurance, including Collision Damage Waiver (CDW) for vehicle rental within the United States.
- B. The state provides tort liability protection within Maryland. Out-of-State, the employee must rely on the rental agreement, their automobile policy, or purchase the higher limits available. However, BSU nor Title III will not reimburse for additional liability coverage.

Change in Plans or Cancellations:

If circumstances arise that prevent the original awardee from attending an awarded professional development (travel and non-travel), please notify the Title III Office immediately if another person in the department can participate in the professional development. In that case, every effort will be made to help make the change cost-effective and timely. However, the original faculty cannot assign the award to another colleague without prior approval from the Title III Office.

Title III will pay cancellations and other penalties if the cancellation or change was made for the convenience of Title III, BSU, or circumstances of an emergency nature affecting the awardee.

In the event of a cancellation, air and rail fares cannot be used for personal use later.

Hotel:

The cost of hotel accommodations will be reimbursed based on receipts. Reservations should be made at the single room rate. The traveler is to take every step possible to keep the cost of the hotel room to a minimum. Less expensive hotels should be used, as long as they are available and convenient as the more expensive hotels. Original receipts must be attached to the Travel Reimbursement Form.

Any cost above the single-room rate, which is a result of non-official travelers using the accommodations, will be the personal financial responsibility of the traveler.

Per Diem (effective 2025):

Meal expenses will generally be reimbursed for domestic travel based on [per diem rates for standard](#) and high-cost areas.

- A. When faculty are in travel status involving absence from home overnight, all meals are reimbursable.
- B. The cost of dinner is reimbursable when faculty in travel status cannot get home within 2 hours after the employee's standard quitting time.
- C. When faculty meets both conditions and is in travel status for the entire day, but not overnight, the employee's lunch is also reimbursable.
- D. Based on the hour, faculty must leave/return home, meals will not be reimbursed for commuting.
- E. Reimbursements will not be made for the cost of alcoholic beverages.
- F. Any circumstances that may warrant a level of reimbursement above the per diem rate must receive prior approval from the appropriate Vice President or Provost and the Title III Director
- G. Faculty will not be reimbursed separately for the included meals. If there are dietary restrictions that prevent an employee from eating the conference meals, the amount paid out of pocket should be included in their expense report.

Breakfast	\$ 15.00
Lunch	\$ 18.00
<u>Dinner</u>	<u>\$ 30.00</u>
Total	\$ 63.00

Travelers are not required to provide individual meal receipts or show a per-meal breakdown. Title III uses the Standard and High-cost rates for domestic travel or the U.S. Department of State M&IE rate for daily travel. A partial day's travel is eligible for the appropriate meal(s) consumed when travel time encompasses two hours before and two hours after that (those) meal(s). Bowie State University and Title III have the authority to determine which circumstances may warrant a higher level of reimbursement and the procedure for approval. Receipts must accompany such transactions

Mileage and Use of Personal Vehicles:

BSU Transportation Policy governs the use of institution-owned vehicles. Adequately insured personal cars may be used for travel on BSU business. The use of a private vehicle will be reimbursed at the rate established in USM Policy on Schedule of Reimbursement Rates. Effective January 1st, 2024, mileage is \$0.67/mile.

- A. Title III will not reimburse faculty or any increased insurance premiums to use their vehicle for business. Insurance reimbursement information is reflected in the mileage reimbursement rate.
- B. Reimbursement for faculty that use private vehicles will be made only when mileage exceeds their average daily mileage to and from BSU.
 - a. Faculty who leaves the office to conduct business in the field and return to the office may be reimbursed for all mileage directly connected with the business trip.
 - b. Faculty who leave home to conduct business without stopping at the assigned office may be reimbursed for all mileage directly connected with the business trip.
 - c. This policy applies to any typical working day, after-hour business travel, and business on Saturday, Sunday, or Holidays.
 - d. Title III will not reimburse employees for commute mileage traveled in a private vehicle, including weekends and holidays.

Miscellaneous Expenses

Expenses such as business telephone calls, laundry, valet, parking fees, etc., are reimbursable. Traveler must maintain receipts for miscellaneous expenses for reimbursement. Title III will not reimburse for personal calls.

APPENDIX A: Application Criteria and Rubric

Key Elements for Professional Development Application:

- Clearly states the need for professional development
- Clearly states the purpose for attending the professional development
- How the professional development will impact the students, department, and university
- How the professional development aid faculty members in the field and innovation in pedagogy
- The impact on Title III dollars as a whole.

Likert Scale – Quality and clarity of application responses

Point System – Domestic Travel:

3 = Satisfactory
2 = Needs Improvement
1 = Unsatisfactory

- 12 – 9 pts = Satisfactory
- 8 – 5 pts = Needs Improvement
- 4 – 1 pts = Unsatisfactory
- 5 total questions, 4 questions worth 3pts = 12pts
 - o Racing to Excellence question (based on the President’s priorities) is not counted in the point system but is useful in reporting

Point System – International Travel:

5 = Satisfactory
3 = Needs Improvement
1 = Unsatisfactory

- 30 – 21pts = Satisfactory
- 20 – 11pts = Needs Improvement
- 10 – 1pts = Unsatisfactory
- 7 total questions, 6 questions worth 5 points = 30 points
 - o Racing to Excellence question (based on the President’s priorities) is not counted in the point system but is useful in reporting

Point System – Non-travel:

3 = Satisfactory
2 = Needs Improvement
1 = Unsatisfactory

- 9 – 7 pts = Satisfactory
- 6 – 4 pts = Needs Improvement
- 3 – 1pts = Unsatisfactory
- 3 total questions worth 3 points = 9 points

	Satisfactory	Needs improvement	Unsatisfactory
Purpose and Need for Professional Development	The applicant articulates the need for professional development with exceptional clarity and depth. It directly aligns with the Title III faculty development purpose and goals.	There's room for improvement in demonstrating a more comprehensive understanding of how the development aligns with these key institutional goals. The applicant did not clearly align their purpose for travel with the goals of the Title III Faculty Development initiative.	The applicant fails to articulate the need for professional development. The details provided do not support the request or to demonstrate its relevance. The application does not offer sufficient information for evaluation.
Impact on Students, Department, and University	The applicant provides a comprehensive explanation of the skills and knowledge to be gained from the professional development opportunity with clarity and specificity. The application explicitly demonstrates how professional development will enhance their job performance, teaching effectiveness, research capabilities, or university.	The applicant provides a partial explanation of the skills and knowledge to be gained from the professional development opportunity. Lacks clarity in fully articulating how attending will improve their work. There are a few inconsistencies of how it will enhance their job performance, teaching, research, or the university.	The applicant did not articulate how the skills and knowledge gained during the professional development and how attending will improve their work. It also did not state how it will enhance their job performance, teaching, research, student success or the institution.
Impact in the Field and Innovation in Pedagogy	The applicant clearly stated how professional development will advance the department in the field, demonstrate how it will enhance competitiveness, elevate reputation, and ensure currency with innovative trends and approaches.	The applicant partially how the professional development will benefit the department and the potential to advance the department's position in the field, improve competitiveness, and enhance reputation. The overall impact on departmental advancement is outlined, though some aspects lack detail or clarity.	The applicant did not explain how professional development will keep them ahead in their field and did not clearly state the innovation through pedagogy.