City College of San Francisco

Academic Senate
Faculty Professional Development and Travel
Funding Guidelines and Regulations

Draft updated Spring 2025, adopted Fall 2025

Overview

The CCSF Academic Senate Faculty Professional Development (PD) and Travel Fund is administered exclusively by the Academic Senate. As outlined in Title 5 §53200(c), "policies for faculty professional development activities" is #8 of the 10+1 academic and professional matters. The fund is provided annually by the District to the Senate, following all District travel guidelines as outlined in Board Policy 2.19, and is at least one-half of the total budget allocation for all District travel. For example, if the District allocates $250,000 for all District travel, then the Senate receives at least $125,000. The Academic Senate Executive Council has the authority to adjust the amount of reimbursement per funding request and per traveler.

Allocation Criteria

The Faculty PD & Travel Fund is administered by the Academic Senate Executive Council, and the administration is delegated to the Faculty Travel coordinator. At the beginning of the fiscal year an annual total dollar figure for faculty travel is forwarded by the Chancellor or designee to the Academic Senate President and/or the Faculty Travel coordinator.

The allocation of Faculty PD & Travel funds should empower faculty to pursue professional development and travel related to their discipline, their students, and the college, with an emphasis on quality improvements in both methodology and curriculum design.

The Faculty Travel coordinator allocates funds as follows:

1. Allocations will be granted on a first-come, first serve basis until money is exhausted. The criteria for allocations will be:

    a. Faculty members attending meetings or courses related to their discipline/program
    b. Officers of organizations or program participants related to their discipline/program or the college
    c. Individual professional development learning new skills that support your role at the college (i.e. leadership development, data literacy conferences)
    d. Trips of value to the College or representing the College in some capacity

2. Requests should be made prior to the activity or travel. See timelines below for more information. Retroactive requests will not be honored outside of summer travel.

3. Single requests will be limited to no more than $2,000 per request. The Faculty Travel coordinator will prioritize and process requests as they are received and at their discretion with the goal of dispersing all funds by the end of the fiscal year.

4. Requests for reimbursement greater than the amount authorized by the Faculty Travel Coordinator will not be honored.

5. Faculty receiving allocation for more than one event will receive lower priority for any subsequent requests.

6. No faculty member may be awarded more than a total of $4,000 during the fiscal year.

7. Regardless of maximum reimbursable allowances per trip, travelers will abide by Board Policy 2.19 which limits total amounts for meals, transportation, etc or meal amounts stated in the District Requisition form used for applying for travel. Only actual and necessary travel expenses are covered; these costs must not include luxury accommodations, first-class travel rates, etc. (review BP 2.19 for regulations). Faculty whose expenses exceed the criterion stated above will be expected to pay any additional costs.

8. Requests for licensure fees or certification exam costs related to your discipline or area of employment will not be funded.

9. All district processes and education code must be followed.

10. Requests will be limited to events occurring in the current fiscal year.

11. The cutoff date for all funding requests will be the end of the first business week in May to allow time for processing.

Eligibility

All Senate members (defined by Article 1 of the Academic Senate Constitution) with a current work assignment at the time of their PD or travel, full-time as well as part-time faculty, are eligible for funding (except as noted under Summer Travel). Sabbatical leaves shall be considered a current work assignment for purposes of professional development funding.

Summer Travel

Summer travel is allowable under certain conditions and restrictions:

1. Summer funds are available only to tenured faculty or faculty with an assignment for the Summer session.

2. Reimbursement for Summer travel is paid in the fiscal year it occurs when funding is available.

3. Before July and August Summer funding can be authorized, travelers should submit a placeholder Travel Requisition for future travel no later than the end of the first week of business in May of the prior fiscal year. Once the district allocates the Academic Senate budget for Academic Senate PD & Faculty Travel for the following fiscal year on July 1,

the traveler may be reimbursed when the fall semester begins.

4. Summer travel that is out-of-state or international requires Board of Trustees approval.

Funding Request Procedure

1. All faculty are responsible for reading and knowing the contents of this document (the Academic Senate Faculty Professional Development and Travel Funding Guidelines and Regulations) before they apply for funding by filling out the Academic Senate Workflow Online Requisition and Travel Order Form in Adobe Sign.

2. Requests for funding must be submitted prior to the funded activity, with only occasional summer travel being the exception. Requests should be received by the Faculty Travel Coordinator at least:

    4 weeks prior to in-state or virtual activities;
    8 weeks prior to out-of-state travel for required approvals;
    12 weeks prior to international travel for required approvals.

    Requests submitted later than these timeframes may not be honored. Retroactive requests for activities completed before the application was submitted during the school year will not be honored.

3. Prior to the activity or travel, a faculty member completes an Academic Senate Workflow Online Requisition and Travel Form in Adobe Sign and forwards it to the Department Chair (or their supervisor which is the Dean for Department Chairs). After the Department Chair/Dean signature of approval, it will then be forwarded to the faculty travel coordinator.

    a. Estimate expenses carefully; reimbursement cannot exceed the pre-approved amount. The Faculty Travel Coordinator is available for answering or referring questions about faculty travel. Requests for reimbursement greater than the amount authorized by the Faculty Travel Coordinator will not be honored.

    b. The Faculty Travel Coordinator recommends reimbursement for attendance at professional meetings held any time from the first day of the Fall semester through the last day of the Spring semester, although under certain circumstances Summer travel reimbursement may be approved (see Summer Travel). It is strongly recommended that the faculty member refrain from traveling during the first two weeks of a semester.

    c. Generally, approval is granted to attend meetings that last from one to three consecutive teaching days (e.g., Wednesday through Friday, Thursday through Monday). It is strongly recommended that faculty limit travel to no more than one week.

   d. Faculty will inform the Faculty Travel Coordinator when applying for multiple sources of funding from the college for the same event. While faculty can separate their travel expenses across funds (i.e. registration to one fund, transportation to another), faculty are forbidden from applying for funds from multiple sources for the same expenses,

4. The Department Chair (or supervising Dean for department chairs) closely examines the application to be sure that the trip meets the criteria (stated above) and has appropriate supporting documentation. If the application is denied, the Chair returns the application with an explanation to the applicant. If the application is approved, the form is routed via Adobe Sign to the Faculty Travel Coordinator and support staff.
   a. Department Chairs who are traveling under the Academic Senate Faculty Travel funds must have their funding request approved by their respective Dean.
   b. In the event that a funding request is NOT approved by the Department Chair, the decision may be mediated in a meeting with the Department Chair and the Dean.
5. The Faculty Travel Coordinator ascertains if all guidelines have been met and if yes, fills in the dollar figure approved by the Department Chair/Dean (or lesser amount if warranted), signs and information goes to:
   a. Faculty member in Adobe Sign and
   b. Academic Senate Support Staff and
   c. To the appropriate vice chancellor - ONLY IF
      i. The faculty member has made a request for a substitute. The vice chancellor decides if the College will approve replacement of instructional or student services time and communicates with the department chair, faculty member and faculty travel coordinator.
         1. In the event that substitute time is NOT approved by the vice chancellor, the decision may be appealed in a meeting with the vice chancellor, the Department Chair and the Dean.
      ii. There is a request for out of state travel which requires placement on the Board of Trustees agenda for approval.
6. Faculty member then goes on the trip and/or participates in professional development, collecting all the required receipts and documentation.
7. The Academic Senate Office sends information to the traveler for them to fill out their

expense report as soon as they return from travel/complete the professional development activity. The faculty member should return all paperwork to the Academic Senate Office within ten working days of attendance at the conference or meeting.

8. The faculty member completes and then sends the completed expense report with receipts/documentation to the department chair for signature. The document is then routed to other required signatories. The faculty member must attach ALL supporting documents. The faculty member should return all paperwork to the The Academic Senate Office within ten working days of attendance at the conference or meeting.

9. Once the Academic Senate Office has verified the report is completed properly and receipts are attached, it is forwarded to the District Business Office (DBO) for the review signatures, receipts, etc. and final approval.

10. The district emails the Academic Senate Office that it's been approved and the expense report is sent to accounts payable to cut the check.

11. The faculty member should plan to share experiences and learning with colleagues. Some suggestions are: present a Flex workshop; organize a lunch time discussion; write an article for the Department's newsletter or City Currents; share knowledge at a Department or Shared Governance meeting.

Travel Requisition Changes, Amendments and Transfers

1. Requests for reimbursement greater than the amount authorized by the Faculty Travel Coordinator will not be honored.

2. All faculty with cancellation of travel/professional development plans must inform both the Faculty Travel Coordinator and their Department Chair. Funds will be reallocated to the next eligible faculty member. Please give notice as soon as possible to allow funding to be fully allocated and utilized by other faculty.

3. Travelers who cancel approved travel may transfer the funding to other travel opportunities under certain limited conditions when funding is still available:

    a. The traveler fills out a new travel requisition and writes a memo to their Department Chair requesting the change of plans.

    b. If the change is approved, the new travel requisition form is signed by the Department Chair and sent to the Faculty Travel Coordinator.

    c. All other regulations still apply to amended travel plans, including the funding limits and the four week advance notice before the new travel date for in-state travel or eight weeks for out-of-state travel.

4. Changes in travel plans that are not approved by both the Department Chair and the Faculty Travel Coordinator may result in the travel not being reimbursed.

Responsibilities

Department Chair's Responsibilities

1. Reading and knowing the contents of this document (the Academic Senate Faculty Professional Development and Travel Funding Guidelines and Regulations).
2. Approve/disapprove funding requests from faculty members, using current Academic Senate Faculty PD and Travel Guidelines.
3. Department Chairs who are traveling under the Academic Senate Faculty PD & Travel funds must have their funding request approved by their respective Dean.
4. When a substitute is required, approval by the appropriate vice chancellor is also required.
5. Maintain records of funding requests.
6. Inform Faculty Travel Coordinator or any cancellations of requests.
7. Inform the Faculty Travel Coordinator and Dean of any change in a previously approved request, such as a change of date. A Travel Expense Report may not be honored if it differs from the original Requisition and Travel Request.
8. If a traveler has canceled an approved trip and requested that the funding be reallocated to a different trip, inform the Faculty Travel Coordinator.

Dean's Responsibilities

1. Reading and knowing the contents of this document (the Academic Senate Faculty Professional Development and Travel Funding Guidelines and Regulations).
2. Be available to consult with the Department Chair as requested by the Department Chair, Faculty Travel Coordinator or Traveler as needed.
3. Approve Department Chair's faculty funding request by signing the Academic Senate Workflow Online Requisition and Travel Order Form on the Department Chair line. After signature in the workflow, it is forwarded to the Faculty Travel Coordinator and, if a substitute is requested, to the appropriate vice chancellor or the vice chancellor if it is an out of state travel request.
4. Mediate disapproved travel between faculty member and department chair as appropriate.

Vice Chancellors’ Responsibilities

1. Approve/disapprove funding requests by faculty for substitute(s) during absence(s).

2. When a faculty request for substitute(s) is approved, the vice chancellor sends an email with the decision to the traveler, department chair and faculty travel coordinator. When a request for substitute(s) is refused, the vice chancellor informs all signatories and provides written notice to the traveler, department chair and faculty travel coordinator. When a faculty request for substitute(s) is denied, be available to discuss the decision with the Department Chair and the faculty as appropriate.
3. Work with the Dean and Department chair to mediate disapprovals for substitute requests.
4. Approve/disapprove out of state travel requests that require Board of Trustees approval.

Academic Senate Executive Council's Responsibilities

1. The Executive Council selects and delegates approval and accounting responsibilities to the Faculty Travel Coordinator.
2. Appoint the Faculty Travel Coordinator who will record decisions of approvals and accounting for inclusion in an Annual Report to the Executive Council of the Academic Senate.
3. Update the Academic Senate Faculty Travel Document. Any change in the Academic Senate Faculty Travel Document must be approved by the Academic Senate Executive Council by majority vote, the Department Chairpersons Council and the Chancellor.

Faculty Travel Coordinator Responsibilities

1. Inform faculty about the total annual faculty travel budget in the Fall of each academic year, including individual allocation limits.
2. Be available to faculty and Department Chairs to discuss faculty travel and professional development as well as requisitions.
3. Review, approve, disapprove, or refer funding requests promptly for processing. Maintain records of all allocations, reallocations, funding requests, and any other information necessary for an audit.
4. Processes requests in Adobe Sign and sends them to Academic Senate support staff for Banner entry with all necessary persons receiving notifications or updates.
5. If the funds are exhausted, or the traveler has already met the allocation limit, the Faculty Travel Coordinator returns the requisition to the traveler with a notation in Adobe Sign explaining the denial, and this informs the Department Chair as well.

6. Answer questions, provide information or refer faculty and administrators to information sources as requested.
7. Develop accounting controls and keep accurate records. Reconcile records with the DBO on an ongoing basis. Have Academic Senate Support Staff enter any canceled request so funds can be reallocated.
8. Provide an Annual Report to the Executive Council of the Academic Senate.
9. Discuss problems, concerns, or ways to improve with the Academic Senate Executive Council or ASEC Officers related to decisions and regulations.
10. Support the development of and recommend updates to the Faculty PD and Travel Agreement.
11. In order to compensate the faculty member for performing the duties of this position during the academic year, the Faculty Travel Coordinator receives 0.1 FTEF as reassignment or overload (as selected by the Faculty Travel Coordinator).

Updates to the Faculty Travel Guidelines

Once signed, this document serves as a written agreement between the district, the Academic Senate, and the Department Chair Council.

This document may be reviewed and updated as needed with mutual agreement from all parties with a goal to have the document reviewed every 5 years.

Signatures

These Academic Senate Faculty Travel Guidelines and Regulations have been read and found acceptable by the Academic Senate, the Department Chair Council, and the Administration for City College of San Francisco in the Fall semester of 2025.

kimberlee messina

kimberlee messina (Sep 18, 2025 09:58:52 PDT)

Dr. Kimberlee Messina

Chancellor

Ekaterina Fuchs (Sep 18, 2025 10:10:14 PDT)

Katia Fuchs

Academic Senate President

Darlene F.Alioto

Darlene F.Alioto (Sep 18, 2025 10:52:38 PDT)

Darlene Alioto

Department Chair Council President

DRAFT CCSF Faculty Travel Guidelines 2025

Final Audit Report 2025-09-18

Created:	2025-09-18
By:	Ekaterina Fuchs (efuchs@ccsf.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUghGVqBa8jOSIAm7Xzwaa3jlrm1nfv5k

"DRAFT CCSF Faculty Travel Guidelines 2025" History

Document created by Ekaterina Fuchs (efuchs@ccsf.edu)
2025-09-18 - 5:02:10 AM GMT- IP address: 96.90.197.222

Document emailed to Kimberlee Messina (kmessina@ccsf.edu) for signature
2025-09-18 - 5:04:48 AM GMT

Ekaterina Fuchs (efuchs@ccsf.edu) added alternate signer chancellor@ccsf.edu. The original signer Kimberlee Messina (kmessina@ccsf.edu) can still sign.
2025-09-18 - 5:05:12 AM GMT- IP address: 96.90.197.222

Document emailed to chancellor@ccsf.edu for signature
2025-09-18 - 5:05:12 AM GMT

Email viewed by chancellor@ccsf.edu
2025-09-18 - 4:02:15 PM GMT- IP address: 104.47.73.126

Signer chancellor@ccsf.edu entered name at signing as kimberlee messina
2025-09-18 - 4:58:50 PM GMT- IP address: 147.144.1.44

Document e-signed by kimberlee messina (chancellor@ccsf.edu)
Signature Date: 2025-09-18 - 4:58:53 PM GMT - Time Source: server- IP address: 147.144.1.44

Document emailed to Ekaterina Fuchs (efuchs@ccsf.edu) for signature
2025-09-18 - 4:58:54 PM GMT

Email viewed by Ekaterina Fuchs (efuchs@ccsf.edu)
2025-09-18 - 5:08:07 PM GMT- IP address: 104.28.123.97

Document e-signed by Ekaterina Fuchs (efuchs@ccsf.edu)
Signature Date: 2025-09-18 - 5:10:14 PM GMT - Time Source: server- IP address: 107.116.89.75

Document emailed to Darlene Alioto (dalioto@ccsf.edu) for signature
2025-09-18 - 5:10:15 PM GMT

Email viewed by Darlene Alioto (dalioto@ccsf.edu)

2025-09-18 - 5:11:18 PM GMT- IP address: 67.180.21.177

Signer Darlene Alioto (dalioto@ccsf.edu) entered name at signing as Darlene F.Alioto

2025-09-18 - 5:52:36 PM GMT- IP address: 67.180.21.177

Document e-signed by Darlene F.Alioto (dalioto@ccsf.edu)

Signature Date: 2025-09-18 - 5:52:38 PM GMT - Time Source: server- IP address: 67.180.21.177

Agreement completed.

2025-09-18 - 5:52:38 PM GMT