

the College provides for continual faculty and staff professional development. The College designates specific days in the institutional calendar for state and local professional development activities. A Professional Development Committee is responsible for planning activities that meet the needs of the campus, and the College sets aside funds as they are available to provide for planned travel and professional development for personnel. It is, however, the responsibility of the individual faculty or staff member to remain current through planned annual development activities that are identified in Professional Development Plans. Full-time personnel employed by state community, junior, and technical colleges shall be granted professional and/or vocational leave with pay for up to ten (10) days per year upon approval by the President of the respective institution. Professional and/or vocational leave with pay for more than ten (10) days per year shall be granted upon written request of the President and approval of the Chancellor.

3.4.2.1. During Academic Year.

The number of hours of college credit to be earned by a full-time, professional employee of an institution under the jurisdiction of the State Board of Education during the regular school year, September through May, shall be approved by the respective president of the community or technical college.

3.4.2.2. Out-of-State Education Assistance.

The following conditions must be satisfied before a request for financial assistance in a specific program that is not available to Alabama residents at a state-supported educational institution is considered by the State Board:

1. The institution offering the program of instruction under consideration must be fully accredited by the appropriate national and/or regional accrediting agency.
2. Sufficient funding must be available to provide the assistance without causing existing approved programs to suffer.
3. A reasonable assurance must be given that future enrollments by Alabama residents will continue in the program involved.
4. The program being requested must be offered in the service area of the Southern Regional Education Board (SREB) and SREB must be willing to serve as the contact agent between the State of Alabama and the institution offering the program.

3.4.2.3 Professional Development Plan

The Professional Development Plan is designed to establish the instructor's initial rank and to assist the instructor in advancing in rank by securing the CAO's and President's prior approval through the development of an appropriate Professional Development Plan. For specific guidelines, refer to State Policy number 605.02 (Exhibit 3-1) and the appropriate guidelines in the State Policy Manual.

3.4.3. Faculty-Created Instructional Materials-Copyrights, Patents, and Royalties.

It is the policy of the State Board of Education (321.01) that in a situation where a college instructor or administrator develops an instructional text or other instructional resource or technology, and such development arises in whole or in part from the use of college resources (including the work time of any college employee), the College shall have complete and exclusive ownership of all resulting copyrights and/or patents (Exhibit 3-9). However, it shall be the policy of CVCC that in a

situation where the employee who develops the textbook, workbook, technology, or other product does so in part on his/her own time and/or using his/her own resources, then the employee shall be entitled to a designated share of any royalties or license fees received by CVCC from such a copyright or patent, provided that prior to the development of the respective product, there shall be a contract executed between CVCC and the employee by which the employee will be authorized to use the resources of CVCC in the product's development. In particular, the contract shall specify:

- a. The nature, scope, type, and amount of CVCC resources that are to be used in the product's development.
- b. The proportionate share of royalties or fees which the employee shall be eligible to receive and shall further specify the types of documentation to be provided to the College as to what College resources were used and what outside resources were used to develop the product.
- c. That the portion of any royalties or fees to be received by the employee must have a direct relationship to the verifiable amount of the employee's personal time, resources, and/or funds which are to be used in the product's development, as compared to the verifiable amount of all time, resources, and funds to be devoted to the development of the product.
- d. That any compensation to the employee arising from the development of the product must be made from proceeds derived directly from the publication, manufacture, sale, lease, or distribution of the products, and not from any State or Federal funds.
- e. That the contract does not provide an exemption from, and does not imply compliance with, the Alabama Ethics Law, and that it shall be subject to the scrutiny of the Alabama Ethics Commission, which shall be provided with a copy of the contract.
- f. That prior to the payment of any compensation to any college employee under a contract of the type described above, such payment must be approved in writing by the Chancellor.

Any CVCC employee who is interested in entering into an agreement with CVCC for the development of an instructional product subject to this policy shall begin the process by submitting to the Chief Academic Officer a written proposal which describes in detail the proposed product, and which contains a list of all anticipated college resources needed for the development of the product as well as all resources to be provided by the employee or any other person or source other than the College.

3.4.4. Outside Teaching.

During the faculty member's assigned work period at the College, whether on or off campus, the faculty member shall not engage in or pursue any activity that is not directly or reasonably related to the performance of his/her assigned duties, whether for compensation or otherwise, business-related or personal without the express, written approval of the College President. In addition, while employed by the College, the faculty member shall not accept employment with any person or entity for which the faculty member may receive any benefit, financial or otherwise, including but not limited to consultative employment, without the express, written approval of the President. In any event, the faculty member shall not engage in any outside employment or activity which would (1) disrupt or interfere with operations of the College, (2) directly compete with the College, (3) impose any financial burden upon the College, (4) violate the Alabama Code of Ethics for public employees