

Professional Development Monetary Structures	Procedure Number	UA-PTC AR 440.1.1
	Effective Date	February 27, 2026

1.0 PURPOSE

The University of Arkansas-Pulaski Technical College is committed to providing high quality programs and services to its students. The most important ingredient in maintaining quality is highly qualified and committed faculty and staff. The purpose of this policy is to delineate professional development monetary structures that support employee related professional development budgets; professional memberships; and employee tuition discounts/waivers.

The professional development monetary structures are listed below:

- Professional Development Budgets
- Professional Memberships
- Tuition Discounts/Waivers

2.0 REVISION HISTORY

Adopted on: May 1, 2017
 Revised on: April 25, 2018
 February 17, 2026
 Supersedes: BP 2.25 Professional Development

3.0 PERSONS AFFECTED

Full-time, benefits eligible employees

4.0 Professional Development Budgets

Each instructional division or business area through the dean or supervisor may request funds for professional development through the annual budget process. Allocations are based on availability of funds, previous year activity, and the number of personnel in the area.

Travel and professional development funds may be used for professional travel and/or professional development activities. All expenditures are subject to prior approval by the Dean and Provost; Supervisor; then the Vice Chancellor of Finance and Administration; and final approval by the Chancellor.

Criteria to be considered in evaluating requests will include relevance to professional responsibilities, the applicant’s role in the activity (e.g., presenting a paper) equitable distribution of professional development opportunities, and anticipated demands on the development budget.

Within two weeks after completion of a professional development activity, the applicant is expected to complete a follow-up report and submit the report to his or her supervisor. The report should be shared with others on campus that might benefit from the information.

Completed professional development activities must be documented on an annual basis (by the employee) and included as an integral part of the employee annual evaluation/FEP. All professional development activities should be aligned with the job responsibilities of the employee.

5.0 Professional Memberships

Faculty and staff are encouraged to participate in professional organizations relevant to their responsibilities at UA-PTC at the local, state, and national levels. Faculty and staff may request funding for professional memberships through the annual budget process. Faculty and staff are requested to select the least expensive membership option (individual or institutional); depending on how many UA-PTC personnel want to participate. Memberships are approved (in advance) by the Dean and Provost; Supervisor; Vice-Chancellor of Finance and Administration; and then lastly by the Chancellor.


6.0 Tuition Discounts/Waivers

UA-PTC full-time employees, their spouses, and dependent children (age 24 or under) will be exempt from paying UA-PTC tuition and corresponding fees (with the exception of special course fees). All full-time active employees, not on leave without pay other than workers compensation, military or family medical leave, employed as of the final day of regular registration in any particular session or semester, their spouses, and their dependent children (as defined by the Internal Revenue Service) are eligible. For employees hired after May 1, 2017 eligibility as described above shall begin with the final day of registration following continuous employment in a full-time position with the College for one complete fall or spring semester. All enrollees must meet normal admissions requirements, and audits should be on a space available basis only. <https://www.irs.gov/uac/am-i-eligible-to-claim-an-education-credit>

Employee enrollment in UA-PTC courses will be subject to approval of his or her supervisor and will not interfere with College operations. Enrollment in classes in which the tuition waiver is requested will be granted once the course has sufficient enrollment by full-fee paying students to meet the minimum enrollment (as established by the offering unit) to recover the costs of offering the class. Employees and dependents may use the tuition waiver to repeat a successfully completed course only one time. UA-PTC defines “successfully completed” courses as earning a grade of A, B, or C in the course. Additionally, all employees and dependents must meet Satisfactory Academic Progress (SAP) to be eligible for the tuition waiver. Tuition waivers will be capped at 60 credit hours. Exceptions to the SAP rule are determined by the Chancellor (in working with the Director of Financial Aid) when classes are deemed necessary for the scope of an employee’s position. Exceptions to the SAP standard will only be made in the event that the maximum amount of time to complete the degree or certificate has been exceeded. No exception to the SAP rule shall be made when the requesting party has failed to meet minimum GPA requirements or has failed to complete the minimum hours required per the Satisfactory Academic Progress policy. An employee who attends class during his or her normal workday will be expected to make up the time. Tuition Waiver Forms are available in the offices of Financial Aid and Human Resources. Courses should be completed (with supporting degree plan) in a timely and diligent manner.

Employees interested in taking classes at another University of Arkansas campus must meet all requirements of UA Board Policy 440.1.

<https://www.uasys.edu/wp-content/uploads/sites/16/2018/04/440.1-Tuition-Waiver-for-Employees.pdf>

REQUIRED APPROVALS	NAME/SIGNATURE/TITLE	DATE
Originator(s):	UA-PTC Review	Oct, 2018
Ratified by:	Joint Operations	Feb 27, 2026
Recommended by Chancellor (Signature)		<div style="border: 1px solid red; padding: 2px; display: inline-block;">2/27/26</div>
UA Policy Alignment:	445.1	