

Professional Development Application Information and Procedures

Please review the following information prior to completing the application. Approval of applications is contingent upon availability of funds. **Submit your application to your Division Dean for review and approval thirty (30) days before the event.** All forms are available online at <http://canadacollege.edu/inside/development/index.html>

INFORMATION

Purpose:	To update, retrain, and broaden faculty expertise to meet current and future needs of our students in accordance with college priorities. For more information, please refer to the AFT contract, Article 13, Professional Development Program.
Deadlines and Eligibility:	Short Term projects are accepted throughout the year and available to all faculty. Long Term projects are accepted in October 15 or March 1 and available to Full-Time faculty. Extended Leave and Sabbatical proposals are due February 1.
Covered expenses:	Registration Fee, Faculty Replacement, SMCCCD Tuition Fee, Travel (mileage/transportation, lodging). Proof of estimated covered expenses including mileage calculation such as MapQuest/Google Map (roundtrip from Cañada College OR home whichever is closer to conference site), hotel, air, bus/train/shuttle reservations MUST be attached. Effective August 15, 2011, when available, Professional Development travel funds will cover a maximum of \$500.00 per year, per applicant. TRAVEL FUND IS CONTINGENT UPON AVAILABILITY OF FUNDS.
Expenses not covered by PD funds:	Meals, membership, dues, conference materials, parking fee, bridge tolls.
Suggestions:	If you attend the same conference on a yearly basis, you should apply as soon as you receive information about the conference.
Questions:	If you have questions, please contact Kurt Devlin, Professional Development Committee Chair at (650) 306-3180 or Devlin@smccd.edu . Professional Development is governed by the AFT contract; please refer to your contract or view it online at http://www.aft1493.org .

PROCEDURES

Submit the following forms BEFORE the conference/project

- 1. Application Form and Personal Statement (REQUIRED):**
Along with the application, attach a separate sheet addressing the following topics: **A) Benefit to the College, B) Enhancement to existing course or program area, C) Personal enrichment, D) If you are applying for Basic Skills funds,** please add a brief paragraph to your proposal explaining how your project relates to basic skills. **You must contact the Basic Skills Committee and inform them that an application is forthcoming. If you are applying for Academic Senate supplemental fund, you will need to contact them directly for availability information.** Submit your application and personal statement to your Division Dean for review; it will then be forwarded to the Office of Instruction for the Professional Development Committee's review. Include an information flyer, fee schedule, and proof of estimated expenses. The committee's decision will be sent electronically to the e-mail address provided on your application.
- 2. Conference Advance Form (REQUIRED for Out-of-State Travel; OPTIONAL for In-State Travel):**
If you wish to receive a fund advance or traveling outside of California, you must submit "Conference Advance Form" 30 days prior to the event.

Submit the following forms AFTER the conference/project

- 1. Conference Expense Reimbursement Form (REQUIRED):**
To complete the process, you must submit a "Statement of Conference Expense" form, original receipts, and proof of payment (ex: credit/debit card statement or copy of front and back side of check) to your Division Dean. This is due within 10 days after the end of the conference/project. If you receive an advance, state the amount advanced to you.
- 2. Project Report Form (REQUIRED for Long Term projects; OPTIONAL for Short Term projects):**
Submit this report to your Division Dean or Joan (Jo'an) Rosario in the Office of Instruction in building 8, room 202A.

Section III: Professional Development Committee Review

Approve

Denied

Approved expenses:

Registration Fee	\$	
Mileage (roundtrip)	\$	
Transportation (airfare/train/bus/shuttle/taxi)	\$	
Lodging (room charges & tax)	\$	
SMCCCD Tuition Fee	\$	
Instructor Replacement	\$	Units Release Time:
TOTAL Approved Expenses	\$	

Comments (if needed):

Committee Chair Signature

Date

Section IV: College President

Approve

Denied

College President Signature

Date

Section V: Office of Instruction

Application received on:

SMCCCD Account Distribution(s) (FOAP):

Conference Advanced Form included: Yes Yes, for College President's authorization only No

This application was processed by:

Office of Instruction Administrative Assistant

Date