Faculty Professional Development Funding Application

Please provide **all** of the information requested to facilitate the evaluation of your application.

The role of the Faculty Development Committee is to lead the college's efforts in further advancing the professional development of a full-time faculty, to regularly review and recommend applications for development activities to the Vice President of Learning throughout the fiscal year, and to annually recommend ongoing improvements to the policies and procedures of faculty development. New full-time faculty are eligible for professional development funding after their first performance review is completed.

NOTE: THE APPLICANT MUST SUBMIT COMPLETED APPLICATION FOR THEIR SUPERVIOSR'S APPROVAL MINIMUM OF EIGHT (8) WEEKS PRIOR TO THE START DATE OF THE CONFERENCE.

Before completing this form, please refer to the attached summary of award categories to see if the event you would like to attend includes activities which are fundable (if you need more space, feel free to attach additional pages).

Is this an individual or group application? ____Individual ____Group

Name:_____ Full Time ___ Part-Time:___

Name of Conference/Seminar Event:_____

Dates:_____ Location: _____

Answer all the following questions in detail and this will be used to determine funding.

1. From what other source(s) will you be receiving funds? (Priority will be given to activities utilizing additional funding sources.)
   - ___ Academic department
   - ___ Professional organization
   - ___ Conference committee
   - ___ Other:_____

2. A. Briefly describe the professional development activity, including a breakdown of the funding request in the following table. (Please attach a copy of an event brochure or other supporting materials for the event.)

3. **Funding request breakdown. Please Note**: Past experience indicates that conference activities average $1500 to $1700 in costs. Unique circumstances may allow awards in excess of these amounts. All requests are subject to availability of funds and budgetary requirements for future requests.

Funding Breakdown of total funding request

Description of Funding Needed	Amount
Conference Registration	
Travel—Air/transportation (Note: Faculty Development does not pay mileage on personal vehicles.)	
Hotel	
Food	
Other (describe):	
Total Amount Requested	0.00

4. Have you received funding from Professional Development this fiscal year (July 1-June 30)?
___ YES - (Have you submitted your Record of Attendance form and shared the information you learned with the college-wide community?) Please describe how you did this?

___ No - In what fiscal year were you last funded by Professional Development to attend an event?

5. Have you previously attended a national conference in your field? YES ___ NO___
If YES, when?

6. Are you presenting, receiving an award, or participating as an organizer for the conference?
YES___ NO___ (Please provide documentation if the answer is YES.)

7. Are you an officer in the organization sponsoring this event and, if so, what office do you hold?
NOTE: Priority will be given to presenters at professional events and to officers of the sponsoring organization(s).

8. Briefly express what you (and, if applicable, other applicants) will gain from the professional development activity, particularly focusing on how it will benefit students or improve your service to students (directly or indirectly).

9. After reflection upon the **Professional Development Funding Award Categories** and the **Menu-of-Options**, describe *how* attending this conference/seminar is relevant to one or more of the listed learner-centered domains.

10. Indicate how you will share what you learn with the college-wide community as a whole:
(Please be aware that failure to follow through on this commitment may prevent you from receiving future PD funding.)

___ Facilitate a workshop session.
___ Present a poster session.
___ Facilitate a Celebrate Learning session,
___ Organize and participate on a panel discussion (on the topic on which you gained knowledge),
___ Other (please explain):

APPLICANT:

I have read the above application and it is true and correct to the best of my knowledge and belief.

Applicant's Signature:_____Date:_____

DIRECT SUPERVISOR:

I have reviewed this request and approve the processing of this application AND RECOMMEND IT FOR APPROVAL.

Direct Supervisor's Signature:_____Date:_____

DIVISION DEAN:

I have reviewed and approved the application above and (check one) ___HAVE ___ HAVE NOT approved additional division funding. Indicate amount of additional funding (if applicable):_____
Note to Dean: Once you have completed this section ,immediately send this application to the faculty development committee chair.

Division Dean's Signature:_____Date:_____

For Faculty Development Committee Use ONLY:

Check one: Recommended: _____ Not recommended: _____

Indicate number of votes received: YES _____ NO _____

Comments:

Faculty Development Committee Chair Signature:_____Date:_____