FACULTY PROFESSIONAL DEVELOPMENT PROGRAM
LONG-TERM PROJECT REQUEST

Please be sure to read the following directions before completing the form

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Due Dates

◊ Long-Term Proposals for Spring 2024: Friday, October 13th, 2023

◊ Long-Term Proposals for Fall 2024: Friday, January 26th, 2024

◊ Short-Term Proposals: Check with dean and submit to division office at least 30 days prior to the project

◊ Sabbatical Proposals due Friday, January 26th, 2024

Purpose

To allow faculty:

◊ To undertake retraining or acquiring skills to be used in new areas and/or improving or updating existing skills;

◊ To engage in advanced study such as graduate studies and/or activities directly related to college priorities;

◊ To carry out research such as original work in one's own field of expertise, extensive scholarship in a specific area, perfecting techniques and processes applicable to one's assignment;

◊ To participate in workshops, colloquia, seminars, or training sessions of up to three weeks.

If you have an idea for a proposal, you are encouraged to talk with your colleagues and division dean who can be very helpful in providing guidance and constructive suggestions.

Since the process is competitive, proposals which clearly explain the nature, purpose, outcomes, and benefits of the project are more likely to be successful. If appropriate, letters of support from colleagues are helpful.

The application form appears at the end of this document. The proposal must be submitted to the Academic Support & Learning Technologies division by the deadline. Submit the electronic copy to Karen Dimalanta at dimalantak@smccd.edu.

The Professional Development Program

SOURCE & AMOUNT OF FUNDING:	The SMCCD/SMCCFT contract provides for a yearly Professional Development Fund equal to 1% of regular (tenured) faculty salaries.
ELIGIBILITY:	**Long-Term Projects:** Tenured Faculty and Contract III and IV only **Short-Term Projects:** All faculty
TYPES OF PROJECTS:	**Long-Term Projects** involve full or partial reassignment for more than three weeks. **Short-Term Projects** involve full or partial reassignments for a period of three weeks or less. Minimum cost for short-term proposals is $25. Proposals must be submitted at least 30 days prior to the start of the project, workshop, or conference.
ACTIVITIES NOT APPROPRIATE FOR PD FUNDING:	Funds are not available for non-academic enterprises or for activities that are the proper responsibility of the administration (for example, demographic or class data collection). In addition, the production of written materials is allowed only when such production results in professional growth for the individual involved; these written materials, however, they become the property of SMCCCD.
ALLOWABLE EXPENDITURES:	Participants are provided reassigned time at full pay. The direct costs of faculty replacement and conference/workshop registration fees are provided by the fund. The fund cannot be used to pay for supplies. Travel expenses and course enrollment/tuition fees can be paid to a limited degree at the discretion of the committee.
REVIEW PROCEDURES:	Proposals are reviewed by the Professional Development Committee comprised of three faculty and two administrators. Committee recommendations are made to the College President who makes the final decision.
PROJECT EVALUATION:	When a project is completed, a **written report must be submitted** to the Office of the Vice President of Instruction. The written report must describe the project activities with verification that the project has been satisfactorily concluded.
APPLICATION:	The proposal must be submitted to the Academic Support & Learning Technologies division by the deadline. Submit the electronic copy to Karen Dimalanta at dimalantak@smccd.edu.

REIMBURSEMENT OF CONFERENCE FEES:	If you have attended a conference, upon returning, complete the white Statement of Conference Expense form listing the Professional Development Fund as the funding source. A receipt or copy of your canceled check is required. Have the form signed by your division dean and send it to Karen Dimalanta, Academic Support & Learning Technologies, Bldg. 5-133.
OTHER QUESTIONS:	See section 13 of the SMCCCD/SMCCFT contract or contact Rob Williams at extension 4368, Chair of the Professional Development Committee.
PLEASE NOTE:	When completing the short-term applications, please be sure to answer each section in complete sentences. We cannot evaluate your proposal containing only a phrase or single sentence. Please define all acronyms. For long-term applications, please note that when the committee meets to evaluate proposals, if there are more requests than we can fund, those coming from faculty who have not recently had professional development funding will have a higher priority over those who have had recent funding.

◊ The Long-Term Professional Development Form follows. Click in each box to type your specific proposal information.

APPLICATION FOR LONG-TERM
PROFESSIONAL DEVELOPMENT FUNDING

APPLICANT INFORMATION	
APPLICANT'S NAME:	
EMAIL:	
DIVISION:	
TODAY'S DATE:	
AMOUNT OF REASSIGNED TIME REQUESTED (TEACHING UNITS):	
INDICATE WHICH SEMESTER:	
COST OF REQUEST:	

PROFESSIONAL DEVELOPMENT ACTIVITY QUESTIONS
1) Write a specific description of the proposed activity.
2) Describe how the accomplishment of the proposed activity constitutes professional growth for you as an individual.

3) Explain how such activity goes beyond what is normally expected of employment, or how time or geographical constraints would otherwise make such activity impossible.

4) What preliminary efforts, if any, have been accomplished up to the point of this application?

5) What are the basic timelines of the project?

6) What will be the nature of your evaluation report?

FOR DIVISION DEAN	
<u>SUBSTITUTE COST</u>	
*Cost of substitution/replacement. Base your estimated figure on highest pay rate from hourly salary schedule. A specific dollar figure **must** be given for a proposal to be considered.*	
HOURLY SALARY	
BENEFITS	
TOTAL FUNDS REQUEST	

DIVISION DEAN

Signature of Division Dean _____   _____
Comments: Date

PROFESSIONAL DEVELOPMENT COMMITTEE

                                                                   Approved   Denied

Signature of Committee Chair _____   _____
Comments: Date

VICE PRESIDENT

Signature of Vice President _____   _____
Comments: Date

PRESIDENT

                                                                   Approved   Denied

Signature of President _____   _____
Comments: Date