

APPLICATION FOR SHORT-TERM FACULTY PROFESSIONAL DEVELOPMENT FUNDING (ARTICLE 13)

Please attach conference/workshop information with your application. In order for your application to be considered by the committee, it must include:
1) Conference/workshop information, 2) Registration fees information, and 3) travel information
 In order to be considered for reimbursement, this application must be submitted to your Division Dean at least **30 days prior to the date of the Conference**

APPLICANT INFORMATION

APPLICANT'S NAME:		
EMAIL:		PART-TIME OR FULL-TIME:
DIVISION:		
TODAY'S DATE:		

CONFERENCE INFORMATION

CONFERENCE/WORKSHOP TITLE:	
DATE(S) OF ACTIVITY:	
LOCATION OF ACTIVITY (CITY, STATE):	

FACULTY PROFESSIONAL DEVELOPMENT ACTIVITY QUESTIONS (PLEASE ANSWER ALL QUESTIONS)

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.

1) Write a detailed description of the activity. Include the title of the conference/workshop, location and sessions you propose to attend. **Please include electronic copy of Conference Materials.**

2) Describe how this activity is inspiring and relevant to your personal goals and professional development. (These funds are available for an individual's professional growth, so please provide this information with regard to individual advantage, not group or institutional advantage.)

3) How do you think this activity will enhance your work at Skyline College? (Share benefits to your students and program.)

4) How do you plan to share what you've learned with your colleagues (or the Skyline College community)?

Flex Day Class

CTTL Brown Bag Lunch

Department Meeting

Newsletter / Skyline Shines Article

Informal Conversations with Applicable Peers

Division Meetings

Committee Meetings _____

Other: _____

FACULTY PROFESSIONAL DEVELOPMENT FUNDS (ARTICLE 13) REQUEST

<u>CONFERENCE/WORKSHOP COST</u>	
CONFERENCE/REGISTRATION FEES	
TRAVEL FEES - <u>IN-STATE MAXIMUM \$1,500.00 / OUT-OF-STATE MAXIMUM \$2,500.00</u>	
TRANSPORTATION (airfare, mileage, other)	
CAR RENTAL (shuttle, bus, taxi, train, ride-share)	
LODGING (room charges and taxes only)	
MEALS (# of days x per diem rate - reference AP8.55)	
MISCELLANEOUS (bridge tolls, parking charges, business phone calls, business-related Wi-Fi use, etc.)	
TOTAL TRAVEL FEES	
<u>TOTAL COST</u>	
TOTAL FUNDS REQUEST	

Please check the boxes below for the required materials needed to be considered for reimbursement:

Conference/workshop information (can be an agenda, flyer, e-mail or website printout)

Registration fees information (any conference marketing material showing the registration cost)

Travel cost information (include estimated airfare, mileage, lodging, etc.)

If these materials are not attached to the application, the application will be returned to your division office

APPROVAL SIGNATURE PAGE

DIVISION DEAN	
<u>SUBSTITUTE COST</u>	
<i>Cost of substitution/replacement. Base your estimated figure on highest pay rate from hourly salary schedule. If coverage will be accomplished with a regular faculty at no cost, indicate cost as \$0.00. A specific dollar figure must be given for a proposal to be considered.</i>	
As of October 2023, substitute cost is not being considered for review and approval by the committee.	SUBSTITUTE TOTAL SALARY
	BENEFITS
TOTAL SUBSTITUTE COST	
Date Submitted to Division Office _____ Signature of Division Dean _____ <div style="text-align: right; margin-right: 100px;">_____</div> <div style="text-align: right; margin-right: 100px;">Date</div> <p style="margin-top: 10px;">Include reason if approved after the 30 day in advance due date.</p> <p>Comments:</p>	

PROFESSIONAL DEVELOPMENT COMMITTEE	
Signature of Committee Chair _____ Comments:	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Approved Denied </div> <div style="text-align: center;"> _____ Date </div>

PRESIDENT	
Signature of President _____ Comments:	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Approved Denied </div> <div style="text-align: center;"> _____ Date </div>

Reminder: Conference Information Materials **MUST BE** included for application to begin review. Information materials can include information from the conference's website, an e-mail from the conference, an agenda, etc. If nothing is attached, the application will be sent back to the division office