

## 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***

**APPLICANT INFORMATION**

APPLICANT'S NAME:	
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)**

1) Write a brief but specific description of the activity. Include the title of the conference/workshop, location and sessions you propose to attend. **Please include a printout of Conference Materials.**

2) Describe how the activity constitutes personal professional growth. (These funds are available for an individual's professional growth, so please provide this information with regard to individual and not institutional advantage.)

3) What outcomes do you plan to achieve?

4) How do you think this activity will enhance your work with students?

5) The Faculty Professional Development Committee strongly encourages applicants to lead an activity or workshop that showcases what they have learned as a result of their conference experience. How do you plan to share what you've learned with your colleagues (or the Skyline College community)?

### FACULTY PROFESSIONAL DEVELOPMENT FUNDS (ARTICLE 13) REQUEST

<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 <b>must</b> be given for a proposal to be considered. <b>Division Deans to complete this section.</b></i>	
HOURLY SALARY	
BENEFITS	
<b>TOTAL SUBSTITUTE COST</b>	
<u>CONFERENCE/WORKSHOP COST</u>	
CONFERENCE/REGISTRATION FEES	
TRAVEL/ACCOMMODATIONS/MEALS/MISC. EXPENSES <b>MAXIMUM:</b> ➤ <b>\$1250 Out-of-State Travel</b>	
<b>MAXIMUM:</b> ➤ <b>\$750 In-State Travel</b>	
<b>TOTAL</b>	
(Conference/Registration Fee, and Travel Expenses)	
<u>TOTAL COST</u>	
<b>TOTAL FUNDS REQUEST</b>	

**APPROVAL SIGNATURE PAGE**

<b>DIVISION DEAN</b>	
Signature of Division Dean _____	Date: _____
Comments:	

<b>VICE PRESIDENT OF INSTRUCTION</b>	
Signature of Vice President _____	Date: _____
Comments:	

<b>FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE</b>		
Recommendation to the President	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Signature of Committee Chair _____	Date: _____	
Comments:		

<b>PRESIDENT (APPROVING CONFERENCE ATTENDANCE AND FUNDING)</b>	
Signature of President _____	Date: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Comments:	

**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.**