



PROFESSIONAL DEVELOPMENT FUNDS REQUEST GUIDELINES AND PROCEDURES

Please submit e-version of application to: Celia.Cruz@sjcc.edu

A. Funding Objectives and Goals

The Staff Development Committee (SDC), solicits applications made by faculty, staff, and administrators who seek funding for professional conferences, seminars, workshops, and classes, and for bringing experts to campus. Approved activities must focus on the development of staff in order to improve the success of SJCC students and/or the campus community.

B. Funding

1. Priority and preference will be given to applicants requesting attendance to conferences or events specifically addressing the success of community college students or improvement of the campus community. Professional Development funds will not be allocated for activities applied to Professional Recognition Salary Increment and Professional Growth Activity Payment.
2. Requests must be aligned with the College Goals and their Key Performance Indicators (KPIs) which are found on the College website at:
 - a. College Goals & Key Performance Indicators (KPIs)
http://www.sjcc.edu/AcademicAffairs/Documents/SJCC_Performance_Indicators.pdf
3. Limited funding is available and is allocated for 2 cycles (January to June and July to December) each year.
4. Applications for July 1st to August 30th activities/conference must be submitted to the PDC prior to its last committee meeting in May 2016.
5. Funding for full-time faculty, staff, and administrators is limited to \$500 per academic year.

SPECIAL OPPORTUNITY: Applicants will be considered for the President's Office Matching Funds Pilot Program if their proposal addresses any of the following areas: Science, Technology, Engineering, and Mathematics (STEM), Career Technical Education (CTE), and Student Equity in educational outcomes. (See page 2 of the Professional Development Funds Request and select the Special Opportunity option.)

The Staff Development Committee (SDC) will consider these factors when approving funding requests:

- how well the request aligns with the College Goals and their Key Performance Indicators (KPIs)
- how well the request helps to improve student success at SJCC
- how well the request helps to improve the working environment at SJCC
- preference to conference presenters

- number of requests for the same conference

C. Funding Guidelines

Not to exceed the applicant's maximum allotment within the fiscal year, the SDC will fund

- actual costs incurred for the following expenses: conference or course registration, lodging, meals (\$10 for breakfast, \$15 lunch, and \$30 for dinner per diem maximum) and mileage/transportation (including airfare, ground transportation, automobile mileage, etc., other than in the greater Bay Area).
- reasonable fees and actual costs incurred by experts brought to campus for the purpose of staff development.

Applicants are encouraged to take advantage of early registration whenever possible.

D. Process

Prior to the Conference

Fill out the **SJCC Conference Request Form and the Application for Professional Development Funds** and obtain necessary approval (get signatures) from your supervisor or administrator, Vice President of your area, and College President. Please attach to the application the conference flyer or the URL address.

Email one copy of the signed two-page **Application for Professional Development Funds** to Celia.Cruz@sjcc.edu, Professional Development Coordinator. Or deliver the signed paperwork to the Professional Development Center, GE118.

Notification Process

(1) You will be notified by email whether your request was approved and the amount funded. (2) Your application will be returned to you. (3) Keep it until you complete your activity. (4) It will be your responsibility to take care of registration, travel arrangements and turn in the proper documentation required for reimbursement after you completed the travel plans.

After the Conference

Those awarded funding will, within a month after the activity or during the fall semester for summer awards, **complete two of the following:***

- Hold a campus wide workshop at the Professional Development Center for disseminating what was learned. Once your funding is approved, please email Celia.Cruz@sjcc.edu to coordinate your presentation.
- Integrate new skills/knowledge in a teaching or work assignment, write an analysis of this implementation, and submit a copy of your analysis to the Professional Development Center. (Document submitted will be stored in a binder and made available to the college community.)
- Make a presentation at your division or department meeting.
- Make a presentation at a Professional Development Day.

***Failure to comply with the two obligations listed above will result in the ineligibility of professional development funding for 1 year thereafter.**



Application for Professional Development Funds

(This form needs to be completed by you, approved by your supervisor, and approved by the SDC prior to you attending the conference.)

Name: _____

Employee Classification:

List employee classification	Division/Department

Activity:

Name of Activity and Nature of Activity: (Conference, workshop)
Sponsoring Organization:
Location:
Dates of Activity:
NOTE: Attach a copy of the conference program with this document.

Will you be a presenter at the conference or workshop?

Yes	No
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If yes, attach a brief description of your presentation.

Will the activity for which you are applying require your absence from work?

Yes	No
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Will the activity be used for a Professional Recognition Salary Increment and/or a Professional Growth Activity Payment?

Yes	No
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Which College Strategic Goal and Key Performance Indicator(s) does your proposal address? (Please write it here.)

How will your participation in the funded request help the college make progress on the goals and key performance indicators (KPIs)

How will you measure this? List the manners of measurement.

Estimated Expenses:

Registration/Tuition	\$ _____
Travel/Mileage	\$ _____
Lodging	\$ _____
Meals	\$ _____

Estimated Total Expenses \$ _____

_____ Place a check mark here if you are interested in being considered for the President's Office Pilot Grant. This special award can match the amount awarded by the Professional Development Funds. Applicants will be considered for the President's Office Matching Funds Pilot Program if their proposals addresses any of the following areas: Science, Technology, Engineering, and Mathematics (STEM), Career Technical Education (CTE), and Student Equity in educational outcomes.

SDC Decision:

Denied: _____

Approved: _____

Amount Approved : \$ _____

Date _____

President's Office Matching Funds:

Denied: _____

Approved: _____

Required Signatures:

Supervisor

Date

Staff Development Committee Chair

Date