



Faculty Professional Development Funding Proposal

Applicant: First and last name

Applicant Information:

- Position:
- Courses taught:

Have you had PD in the last 12 months?

No Yes

PD Opportunity:

Name of Opportunity:

Date(s)/Time(s):

Location:

	College	Employee
Registration Fee:	_____	_____
Travel:	_____	_____
Meals:	_____	_____
Accommodation:	_____	_____
Other (please specify)	_____	_____
_____	_____	_____
Total Cost:	_____	_____
Time (hours):	_____	_____

Please use rates from Policy 100-1-8 found at <https://mycampus.bowvalleycollege.ca/bog/GovDoc/100-1-8%20Travel%20and%20Hospitality%20Rates%20Attachment%202018.pdf>

Explain what the opportunity is (approximately 150 words) including the purpose of the opportunity, the content being addressed and who participates. Attach any relevant information on the PD opportunity.

Personal Relevance: How will this PD opportunity contribute to your individual professional practice?

College and Department Relevance: How will this PD opportunity contribute to the College Strategic Plan, specifically: Deliver transformational learning, challenge our thinking, make all learning count, and improve the educational experience? See <https://bowvalleycollege.ca/-/media/bvc/documents/publications/bow-valley-college-strategic-plan.ashx?la=en&hash=81EFCFD2B1E356916F13CD23850A1E052F75D7AD>

Demonstration of Benefit: How do you intend to present, publish, or share your learnings from this PD opportunity? Indicate **at least one** type of internal and/or external dissemination

Signatures and date

Applicant [PRINT NAME] _____

SIGNATURE _____

DATE _____

Coordinator/Supervisor[PRINT NAME] _____

SIGNATURE _____

DATE _____

- | |
|---|
| <p>Process:</p> <ol style="list-style-type: none"> 1. Get Coordinator/Supervisor approval and signature 2. Submit completed form to Iba Boda. 3. The PD Committee meets on an ad hoc basis to review proposals. 4. If you need an expedited review please notify Keith Seel. |
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Committee only

Ranking/Score _____

Funding

- Approved
 - Full _____
 - Partial _____ see table below

	<i>College</i>	<i>Employee</i>
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Registration Fee:	_____	_____
Travel:	_____	_____
Meals:	_____	_____
Accommodation:	_____	_____
Other (<i>please specify</i>)	_____	_____
<hr/>		
Total Cost:	_____	_____
Time (hours):	_____	_____

- Declined
 - Reason

SFL PD Committee Signatures:

- Brenda Thomas _____
- Jennefer Rousseau _____
- Keith Seel _____

Date _____

Scoring Rubric for Professional Development Approval

Scoring Category	Descriptive Indicators and Point Values			Score
	1 – Inadequate	2 – Acceptable	3 - Strong	
Contribution to Current Professional Field	The application does not demonstrate a connection between the development opportunity and current professional work in the field	The application demonstrates a basic connection between the development opportunity and current professional work in the field	The application demonstrates a deep connection between the development opportunity and current professional work in the field	
Alignment with Instructional Methodology /Adult Education	<p>There is not enough evidence to suggest the development opportunity aligns with either of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> current instructional methodologies that develop learning <input type="checkbox"/> adult education practices that support learners outside the classroom 	<p>There is good evidence to suggest the development opportunity aligns with one of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> current instructional methodologies that develop learning <input type="checkbox"/> adult education practices that support learners outside the classroom 	<p>There is strong evidence to suggest the development opportunity aligns with one of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> current instructional methodologies that develop learning <input type="checkbox"/> adult education practices that support learners outside the classroom 	

Learning Objectives (Skills Developed or Knowledge Gained)	The description of the learning objectives are inadequate for any of the following reasons: <input type="checkbox"/> Description of what participants will learn is too general <input type="checkbox"/> Objectives are not realistic and/or measureable	The description of the learning objectives are adequate for the following reasons: <input type="checkbox"/> Description of what participant will learn is clear <input type="checkbox"/> Learning objectives are realistic and measureable	The description of the learning objectives are adequate for the following reasons: <input type="checkbox"/> Description of what participant will learn is clear <input type="checkbox"/> Learning objectives are realistic and measureable	
Alignment with College Strategic Plan	The application does not demonstrate alignment with the Strategic Plan	The application demonstrates a clear alignment with the Strategic Plan	The application demonstrates a clear alignment with the Strategic Plan	
Demonstration of Benefits to the College	The application does not demonstrate the professional development opportunity will be of benefit to: <input type="checkbox"/> the College <input type="checkbox"/> the SFL <input type="checkbox"/> colleagues	The application demonstrates the professional development opportunity will be of benefit to at least one of: <input type="checkbox"/> the College <input type="checkbox"/> the SFL <input type="checkbox"/> colleagues	The application demonstrates the professional development opportunity will be of benefit to at least two of: <input type="checkbox"/> the College <input type="checkbox"/> the SFL <input type="checkbox"/> colleagues	

Total Score _____/15