



PROFESSIONAL DEVELOPMENT APPLICATION FORM

Please complete and submit this form (PD Application) and the Staff Development Activity Request (SDAR) form to the PD Development Committee (the Dean's Office). Information from the PD Application form may be inserted in the appropriate sections of the SDAR form.

Please note that the PD Application form will be used by the PD Development Committee to allocate funds; the SDAR form is used by the department and Human Resources, and is required for the reimbursement of funds.

Acceptable PD Activities

Professional development encompasses learning activities that enrich an employee's skills and enhances their ability to contribute to college and department goals.

The range of activities could include, but is not restricted to the following:

- Conferences/institutes/meetings
- Courses and workshops
- Exchanges with industry
- Field trips
- Presentations at conferences
- Work with new technology beyond departmental initiatives, including software purchases
- Professional reading materials
- Volunteer activities
- Advancement of credentials in professional field or education
- Leadership training

Activities that are NOT within the scope of professional development include:

- dues for professional associations/memberships/dues
- computer hardware/devices
- activities subsidized by outside agencies, employers, funders, etc...

Signed: _____

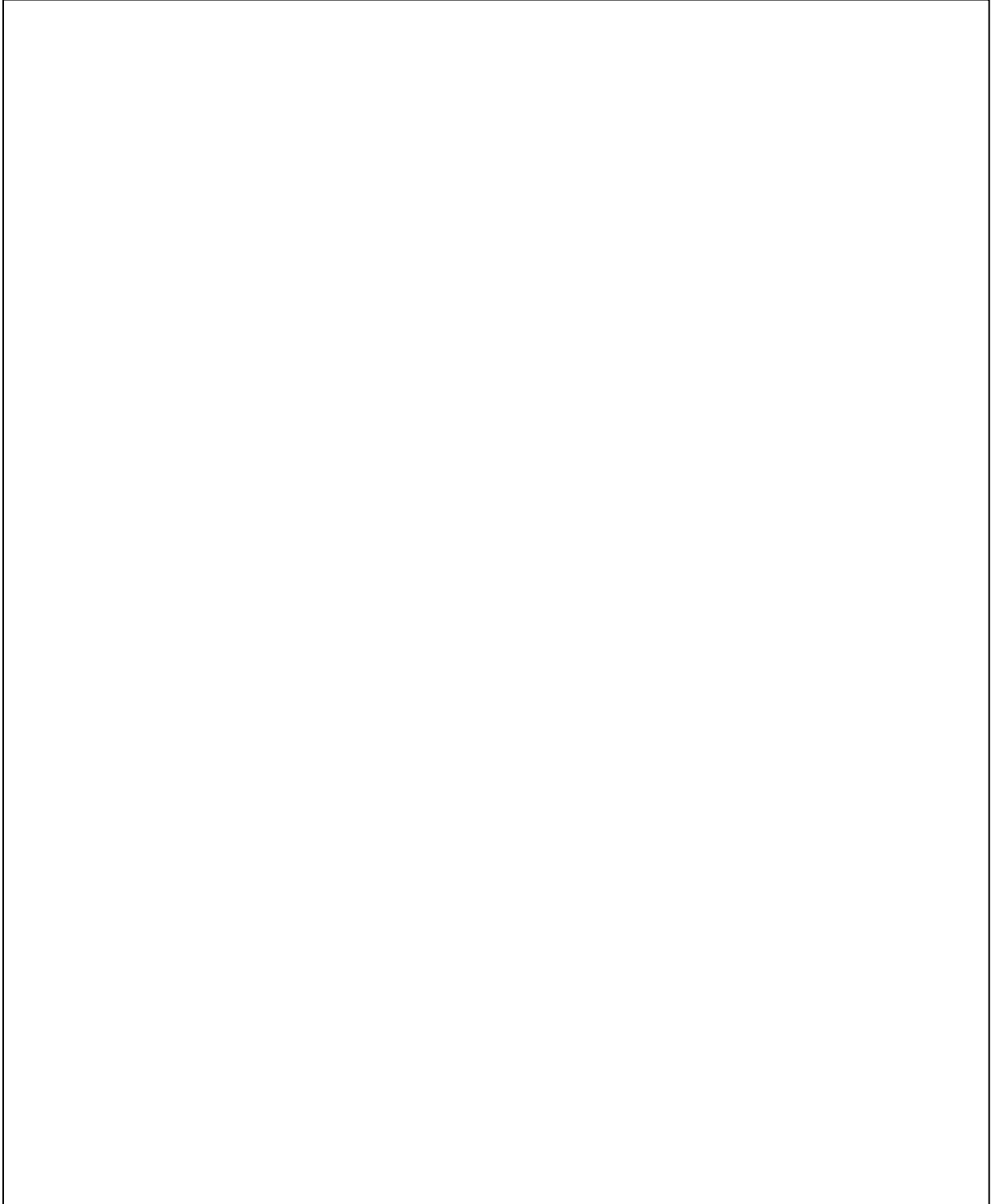
Date: _____

Print Name: _____

1. Please briefly state the opportunity/request (you may refer to the above list):

2. Please describe in detail the activity and learning objectives, as well as your specific involvement in the activity:

3. How does this opportunity align with your professional development goals? How and/or will this support learners: instructional methodology, adult education and pedagogy? What specific skills will be developed? How does this relate to your professional field? What relationship does this activity have with your current teaching responsibilities?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above. The box is currently blank.

4. Please describe how this aligns with the College's goals (i.e. Vision 2020) and departmental goals (CSB). Also, please state how you plan to disseminate your learnings from this activity with your colleagues.

5. Please provide any details related to the cost of the activity: the amount you are requesting, and your own personal investment in the activity (personal time and funds invested). The committee will not consider requests in excess of \$2,000 for any single application. Also, please identify any time away from work that is needed for this activity, and if approval has been obtained from your supervisor.

Funding Requested: _____

Funding Approved: _____