



**TO:** All Faculty  
**FROM:** Professional Development Committee  
**DATE:** December 17, 2009  
**SUBJECT: PROFESSIONAL DEVELOPMENT FUND - REQUEST FOR PROPOSALS**

### **DEADLINES**

**Short-Term Proposals:** At least 21 days prior to the project  
**Long-Term Proposals** for Fall 2010: *Monday, February 1, 2010*

**Sabbatical** proposals due *Monday, February 1, 2010*

### **PURPOSE**

To allow faculty

- \*\* to undertake retraining or acquiring skills to be used in new areas and/or in improving or updating existing skills;
- \*\* to engage in advanced study such as graduate studies and/or activities directly related to college priorities;
- \*\* to carry out research such as original work in one's own field of expertise, extensive scholarship in a specific area, perfecting techniques and processes applicable to one's assignment;
- \*\* to participate in workshops, colloquia, seminars, or training sessions of up to three weeks.

If you have an idea for a proposal, you are encouraged to talk with your colleagues and division dean who can be very helpful in providing guidance and constructive suggestions.

Since the process is competitive, proposals which clearly explain the nature, purpose, outcomes, and benefits of the project are more likely to be successful. If appropriate, letters of support from colleagues are helpful.

The original typed proposal plus an electronic scanned copy must be submitted to the Office of the Vice President of Instruction by the deadline. Submit the electronic copy to [tentes@smccd.edu](mailto:tentes@smccd.edu).

The applications for Long-Term and Short-Term requests are located at the following link [http://www.skylinecollege.edu/facstaff/office\\_instruction/profDevelopment.html](http://www.skylinecollege.edu/facstaff/office_instruction/profDevelopment.html) . The application for Sabbaticals request is located at the following link <http://www.aft1493.org/sabbaticals.html> .

## THE PROFESSIONAL DEVELOPMENT PROGRAM

SOURCE & AMOUNT FUNDS	The SMCCCD/SMCCFT contract provides for a yearly Professional Development Fund equal to 1% of regular (tenured) faculty salaries.
ELIGIBILITY	<p><u>Long-Term Projects:</u> Tenured Faculty and Contract III and IV <b>only</b></p> <p><u>Short-Term Projects:</u> All Faculty</p> <p><u>Sabbatical:</u> All full-time academic employees who have completed six years of continuous paid service with the District directly preceding the term of the requested leave are eligible for extended leaves of a full semester or academic year. District authorized paid leaves will not constitute a break in service.</p>
TYPES OF PROJECTS	<p><u>Long-Term Projects</u> involve full or partial reassignment for more than three weeks.</p> <p><u>Short-Term Projects</u> involve full or partial reassignment for a period of three weeks or less. Minimum cost for short-term proposals is \$25.</p> <p><u>Sabbatical:</u> For extended leaves of a full semester or academic year.</p>
ALLOWABLE EXPENDITURES	<p>Participants are provided reassigned time at full pay. The direct costs of faculty replacement and conference/workshop registration fees are provided by the fund. The fund <u>cannot</u> be used to pay for course tuition, meals, or supplies. Travel expenses can be paid to a limited degree at the discretion of the committee.</p> <p>For extended leaves (Sabbatical) of a full semester or academic year, participants will receive all fringe benefits and eighty percent (80%) of their regular pay.</p>
REVIEW PROCEDURES	Proposals are reviewed by the Professional Development Committee comprised of three faculty and two administrators. Committee recommendations are made to the College President who makes the final decision.
PROJECT EVALUATION	When a project is completed, <u><i>a written report must be submitted</i></u> to the Office of the Vice President of Instruction describing the project activities and verifying that the project has been satisfactorily concluded.
APPLICATION	The original plus an electronic copy of the application form must be <u><i>typed</i></u> and submitted to the Office of the Vice President of Instruction, Room 1313 by the deadline. Submit the electronic copy as a WORD (doc.) to <a href="mailto:tentes@smccd.edu">tentes@smccd.edu</a> .
OTHER QUESTIONS	See pages 31-34 of the SMCCCD/SMCCFT contract or contact Rick Hough (x4193), chair of the Professional Development committee.

**PLEASE NOTE:** When typing short-term applications, please be sure to answer each section fully in complete sentences! We cannot evaluate your proposal with only a phrase or one sentence.

For long-term applications, please be aware that when the committee meets to evaluate proposals, if there are more requests than we can fund, those coming from faculty who have not recently had professional development funding will have a higher priority over those who have had recent funding.