

Professional development submission deadlines
Academic year 2008 – 2009

Type of project	Due date	Types of Activities (paraphrased; see contract for full listing)
Long term projects starting Spring 2009 Apply Fall 2008 Submit: Original plus 6 copies to the Office of Vice President of Instruction	October 16, 2008	<ul style="list-style-type: none"> - Retraining: acquiring, improving, or updating skills - Advanced study - Research: original work in one's field of expertise
Long term projects starting Fall 2009 Apply Spring 2009 Submit: Original plus 6 copies to the Office of Vice President of Instruction	February 12, 2009	<ul style="list-style-type: none"> - Retraining: acquiring, improving, or updating skills - Advanced study - Research: original work in one's field of expertise
Extended (also called "sabbatical") Submit: Original plus 6 copies to the Office of Vice President of Instruction	February 1, 2009	<ul style="list-style-type: none"> - Retraining for new assignment - Upgrading of skills - Improvement of curriculum, personnel or support services - Certificate or degree programs - Revision of new or existing programs
Short term Submit: Original plus one copy to Lyle Gomes, chair of the Professional Development Committee	On going	<ul style="list-style-type: none"> - Conference, workshop and seminar registration fees. - Substitutes to allow conference attendance

Individual projects are limited to 30 units, whether entirely from Extended Leave or any combination of Extended Leave and Long Term Professional Development.

Additional information is available at <http://www.smccd.net/accounts/csminternal/> (Resources >Staff Development)

Forms (.pdf) are available online at <http://www.collegeofsanmateo.edu/forms/> or from your division office.