

Professional Development submission deadlines  
Academic year 2011 – 2012

Type of project	Due date	Types of Activities (paraphrased; see contract for full listing)
Long term projects starting Spring 2012 Apply Fall 2011  Submit: Original plus 6 copies to the Office of Vice President of Instruction	October 13, 2011	<ul style="list-style-type: none"> <li>- Retraining: acquiring, improving, or updating skills</li> <li>- Advanced study</li> <li>- Research: original work in one's field of expertise</li> </ul>
Long term projects starting Fall 2012 Apply Spring 2012  Submit: Original plus 6 copies to the Office of Vice President of Instruction	February 9, 2012	<ul style="list-style-type: none"> <li>- Retraining: acquiring, improving, or updating skills</li> <li>- Advanced study</li> <li>- Research: original work in one's field of expertise</li> </ul>
Extended (also called "sabbatical")  Submit: Original plus 6 copies to the Office of Vice President of Instruction	February 1, 2012	<ul style="list-style-type: none"> <li>- Retraining for new assignment</li> <li>- Upgrading of skills</li> <li>- Improvement of curriculum, personnel or support services</li> <li>- Certificate or degree programs</li> <li>- Revision of new or existing programs</li> </ul>
Short term  Submit: Original to Lyle Gomes, chair of the Professional Development Committee (no additional copies required)	On going	<ul style="list-style-type: none"> <li>- Conference, workshop and seminar registration fees</li> <li>- Substitutes to allow conference attendance</li> </ul>

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

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

Remember, a single copy of your application for Short-term Professional Development is required.