**LONG TERM PROJECT**

**PROFESSIONAL DEVELOPMENT PROJECT PROPOSAL**

**APPLICATION COVER SHEET**

NAME: ___________________________________ DIVISION: _____________________________

**PROJECT TITLE: ____________________________**

*If this application is in conjunction with a Program Improvement application, check here ☐*

---

**APPLICANT**

Submit all materials to the Academic Support and Learning Technologies Division Office.

1. **Summary (attach a detailed proposal as well)**

2. **Time required for project**
   
   _______ units of release time for the _________________ semester, 20______

---

**DIVISION DEAN**

<table>
<thead>
<tr>
<th>Instructor replacement</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>_______ hours at _______ per lecture hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(include coordination hours if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_______ hours at _______ per lab hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office hours:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_______ hours at _______ per special rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Instructor replacement benefits (12.25 % of subtotal):

$__________

**TOTAL** $__________

If instructor will not be replaced, check here ☐

_________________________  ______________________________________
Signature of Dean                  Date

---

**PROFESSIONAL DEVELOPMENT COMMITTEE**

<table>
<thead>
<tr>
<th>Recommendation to President</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Approve</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Deny</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_________________________  ______________________________________
Signature of Committee Chair                  Date

Comment

---

**PRESIDENT**

|  |  |
|------------------|--|--|
| ☐ Approve        |  |  |
| ☐ Deny           |  |  |

_________________________  ______________________________________
Signature                  Date

Comment

---

Email the scanned application to Stephanie Martinez, VP Administrative Services (no additional copies required) email address: martinezst@smccd.edu
COLLEGE OF SAN MATEO
PROFESSIONAL DEVELOPMENT

Directions for Long Term Projects

ELIGIBILITY
All full-time academic employees in at least their third year of tenure.

TYPES OF PROJECT
Long term proposals are of more than three weeks' duration at full pay. Projects are approved for one semester at a time; reapplication for continuing projects must be made each semester. Individual projects are limited to 30 units of Long Term Leave or any combination of Long Term and Extended Leave.

Approved activities:
- Retraining; acquiring new skills to be used in new area and/or in improving and updating existing skills;
- Advanced study: systematic graduate studies and/or activities directly related to identified college priorities;
- Research: original work in one's field of expertise, extensive reading and summarizing of knowledge in a specific area, perfecting techniques and processes applicable to one's assignment.

ALLOWABLE EXPENDITURES
Participants are provided reassigned time. The direct cost of faculty replacement, workshop, and seminar registration fees are provided by the fund. The fund cannot be used to pay for transportation, accommodation, ongoing tuition fees or meals.

REVIEW PROCEDURES
Proposals are reviewed by the Professional Development Committee, which makes recommendations to the President.

REVIEW CRITERIA
Each proposal should:
- Present a clear statement of goals and objectives;
- Have direct benefit to students;
- Demonstrate a need relative to the individual's present or future assignment.

Proposals should be typed and brief (3-5 pages). Submit an original copy of your proposal to the Academic Support and Learning Technologies Division Office.

FINAL EVALUATION REPORT
A written report must be submitted to the President's Office within one month of the completion of the project. The report should verify that the salient features of the project have been carried out. Where appropriate, transcripts, certificates, or other materials should be submitted.

CONTRACT COMPLIANCE
In all respects, applications and projects should be in compliance with the AFT contract.