College of San Mateo
Faculty Professional Development Program Submission Deadlines
Academic Year 2024–2025

TYPE OF PROJECT	APPLICATION DEADLINE	ACTIVITIES FUNDED
Short-Term Projects	30 days prior to the conference/activity	- Conference, workshop and seminar registration fees - Substitutes to allow conference attendance - Travel (capped at $2,000 per person per academic year, provided that funds are available)
Long-Term Projects Starting Spring 2025	October 18, 2024	- Retraining: acquiring, improving, or updating skills - Advanced Study - Research: original work in one's field of expertise
Extended Leave (sabbatical) Starting Spring 2025	October 18, 2024	- Retraining for new assignment - Upgrading of skills - Improvement of curriculum, personnel or support services - Certificate or degree programs - Revision of new or existing programs
Long-Term Projects Starting Fall 2025	March 21, 2025	- Retraining: acquiring, improving, or updating skills - Advanced Study - Research: original work in one's field of expertise
Extended Leave (sabbatical) Starting Fall 2025	March 21, 2025	- Retraining for new assignment - Upgrading of skills - Improvement of curriculum, personnel or support services - Certificate or degree programs - Revision of new or existing programs

Please submit your completed application to your division office and dean for their signoff; division staff will send completed applications via email to Teeka James (james@smccd.edu) and Victoria Lin (linv@smccd.edu) on or before the above-stated deadlines.

Application forms are available online at https://collegeofsanmateo.edu/professionaldevelopment/faculty.asp