COLLEGE OF SAN MATEO
AFT Faculty Development Project Proposal
Application Cover Sheet

NAME: _____   **DIVISION:** _____

PROJECT TITLE: _____   **LOCATION OF PROJECT:** _____

TODAY'S DATE: _____ *No retroactive applications accepted.*   **FACULTY STATUS:** FT PT

APPLICANT

> **Fill out Applicant Section and submit to your Dean**
> Include: Statement of Purpose and Dissemination Plan (attach separate sheet), Conference Advance Form, and
> for conference, seminar, workshops, etc., include a copy of the conference announcement & fee schedule. **Proposal will not be considered until the Statement of Purpose and Dissemination Plan, announcement, Conference Advance Form, and fee schedule are received**.
>
> Days needed for project: _____   Specific dates: _____
>
> Registration fee **ONLY** (payable under AFT Professional Development Program): $_____
>
> Travel reimbursement can be requested on Conference Advance Form. Lodging can only be covered for conferences outside a 100 mile radius from CSM. **A conference schedule showing any included meals is required with all travel requests. See Domestic Conference and Travel Expenses Policy.**

DIVISION DEAN

Instructor replacement (___ hours at $___ per lecture hour) + (___ hours at $___ per lab hour)=$_____

Instructor replacement benefits (12.25 % for FH, 36.50% for 8F) of subtotal): $_____

Total (replacement + benefits) : $_____ Name of substitute instructor(s): _____

If instructor will not be replaced, check here ☐

_____   _____
Signature of Dean   Date

PROFESSIONAL DEVELOPMENT COMMITTEE

Recommendation to President ☐ Approved ☐ Denied

Reg. + replacement + benefits. = $_____   Travel $_____ **Total**: $_____

_____   _____
Signature of Committee Chair   Date
☐ Recommended to use FPD fund for Travel

ACADEMIC SUPPORT AND LEARNING TECHNOLOGIES DEAN

_____   _____
Signature of Dean   Date

PRESIDENT   ☐ Approved   ☐ Denied   Amount $_____

_____   _____
Signature of President   Date
Comment:

Email the scanned application to Christopher Smith, Professional Development Committee Chair. Email address:

smithchris@smccd.edu

COLLEGE OF SAN MATEO
Information and Procedures for
SHORT-TERM PROJECTS, now with Travel Requests

Purpose of the AFT Faculty Professional Development Program
The AFT Faculty Professional Development program maintains and enhances programmatic excellence across the district by providing faculty opportunities to update, retrain, and extend expertise to meet current and future student needs in accordance with college priorities.

Eligibility
All full- and part-time academic employees are eligible. Travel reimbursements cover transportation, lodging and meals. An overnight stay is not allowed if the destination is within a 100 mile radius from the traveler's work address and travel reimbursements are usually limited to one request per faculty per fiscal year. Domestic travel is capped at $2,000 and international travel is capped at $2,000. The program is first-come, first-served, so early applications are recommended. Domestic Conference and Travel Expenses Policy describes procedures in more detail.

Application Procedure
To avoid delays in the approval process, please complete the first page of the application form and include the requested documents as instructed.

	For Registration and/or Substitute Only requests, submit at least 7 days prior to event[2]:		For Registration AND Travel requests (or for conference advance[1]), submit at least 30 days prior to event:
I	Complete application form (first page)	**I**	Complete application form (first page)
N	Statement of purpose and dissemination plan	**N**	Statement of purpose and dissemination plan
C	Copy of the announcement and fee schedule	**C**	Copy of the announcement and fee schedule
L **U** **D** **E**	Completed Conference Advance Form	**L** **U** **D** **E**	Completed Conference Advance Form
			Copy of the conference agenda that shows any meals included in conference registration fees.

Statement of Purpose and Dissemination Plan
The statement of purpose and dissemination plan should describe the expected outcomes of the project and how these outcomes meet the needs of our students. If the project serves basic skills students, this should be noted. Explain how the results of the project will be shared with departments, divisions, and/or the campus community. This may include a variety of methods-department or division meetings, department or college websites, flex day activities. Applicants may be invited to share their report with colleagues or the campus community at campus events.

Timelines
Applications are accepted on a continuing basis except winter and summer breaks (no submissions May 15- Aug. 15). Registration and/or Substitute Only requests should be submitted for approval at least 7 days in advance of the event. Registration AND Travel requests must be submitted at least 30 days prior to the event. **Note that the Dean's signature MUST pre-date the event.** If you would like to have registration fees paid by the college in advance you must submit the application paperwork 30 days in advance. The Conference Advance Form has a box to check to indicate this preference. Contact Stephanie Martinez, VP Administrative Services for more information.

Allowable Expenditures
The AFT Faculty Professional Development Program covers the cost of faculty replacement (substitutes) and registration fees for workshops/seminars and travel expenses.

Please Note
There is no stated limit that an individual can use from the Short Term Project fund for registration fees and substitutes. However, the committees have the responsibility to monitor appropriate use and overuse of these monies. In order to allow funding support for a variety of projects, or if funds are depleted, applications may be denied.

Processing of Applications
The complete application and requested documents are submitted to the applicant's immediate supervisor to indicate his/her awareness of the proposed project, calculate substitute costs, and to approve the travel component of the request. The application is forwarded to Professional Development Committee Chair, Christopher Smith for recommendation to President Claire who approves or denies all Short-Term Professional Development Applications. You will receive an approval letter from that the VP office, stating the follow-up requirements and the funding source. If the application is denied, you will be contacted by email.

Follow-up and Reimbursement
For all short-term projects, applicant must complete a "SMCCCD Statement of Conference Expense" form with original receipts, and a follow-up report detailing the outcomes of the project. These should be submitted **in a timely manner (within one month)** to Stephanie Martinez, VP Administrative Services.

Please note: Reimbursement is processed by Stephanie Martinez, not by the Professional Development Committee or its chair. Please submit your expense report and follow-up report to: Stephanie Martinez, VP Administrative Services (martinezst@smccd.edu).

[1] To request advance payment of conference registration fees by the college, the application must be submitted at least 30 days before the conference.