

**COLLEGE OF SAN MATEO
PROFESSIONAL DEVELOPMENT PROJECT PROPOSAL
APPLICATION COVER SHEET**

NAME: _____ **DIVISION:** _____

PROJECT TITLE AND LOCATION: _____

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

APPLICANT

1. Summary of project (attach a detailed proposal as well)

2. Time required for project

_____ units of release time for the _____ semester, 20_____

DIVISION DEAN

Instructor replacement: _____ hours at \$_____ per lecture hour = \$_____ (include coordination hours if applicable)

Instructor replacement: _____ hours at \$_____ per lab hour = \$_____

Instructor replacement office hours: _____ hours at \$_____ per special rate= \$_____

Subtotal: \$_____

Instructor replacement benefits (12.25 % of subtotal):
\$_____

TOTAL \$_____

If instructor will not be replaced, check here

Signature of Dean

Date

PROFESSIONAL DEVELOPMENT COMMITTEE

Recommendation to President Approve Deny

Signature of Committee Chair

Date

Comment

PRESIDENT

Approve Deny

Signature

Date

Comment

Email the scanned application to Teeka James (james@smccd.edu) and Stephanie Martinez (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).

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.