

## Arts & Humanities

### REQUEST FOR PROFESSIONAL DEVELOPMENT FUNDS

#### Application Guidelines:

- Professional development includes (but is not limited to) conferences, classes, workshops, memberships, subscriptions or books.
- Funds are available on a first-come, first-served basis to all A&H faculty, including *adjuncts who have been employed by the college for at least two consecutive quarters*.
- At the beginning of Spring quarter, all remaining PD funds will be pooled and program chairs will be notified of available funds for department/program use.
- Items purchased with PD funds belong to the college. When an employee leaves the college, those items must remain.
- Quarterly submission deadlines for applications of more than \$750 in the current fiscal year (through June 30): **October 30, January 15, & March 15**. To apply for PD funds needed from July 1-October 29, please submit your application by May 15.

#### Criteria for Approval:

Requests for funding that exceed \$750 will be reviewed by A&H program chairs, who will consider the following criteria:

- Purpose of travel (conference or workshop presenter, organizer, or participant)
- Statement of Rationale (see page 2)
- Direct applicability to the individual's teaching assignment
- Total amount of funds used by the applicant during the current and previous fiscal years (see page 2)
- Length/impact of absence on teaching and other campus responsibilities.

#### Reimbursement Guidelines:

- All PD fund expenditures must be pre-approved. The Division Operations Director cannot reimburse expenditures that have not been approved in advance.
- Do not use your personal credit card to book airfare; it will not be reimbursed. Airline tickets are typically booked through a state-approved travel agency. Contact the A&H Division Operations Director for more information.
- There are state per diem guidelines for how much the college can reimburse you for lodging and meals based on the location to which you are traveling. If you exceed those state guidelines, you must pay the difference.
- Prior to traveling, you must submit a Travel Requisition form (an estimate of your anticipated expenses) to the Division Operations Director. The Division cannot guarantee reimbursement for major expenses (i.e., rental car) that are not included in the estimate.
- If you have to cancel pre-approved travel, please inform your chair and the Division Operations Director as soon as possible. Otherwise, you may be responsible for cancellation costs.
- *For more information, see the "Employee Travel" link on MyBC (in the Forms Library, under the "Requests & Forms" tab).*

I have read and understand the guidelines and criteria above:

Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDS

Name: \_\_\_\_\_

Full-time or Part-time (circle one)

Dept: \_\_\_\_\_

Today's date: \_\_\_\_\_

### Travel

- Name of conference or workshop: \_\_\_\_\_
- Location: \_\_\_\_\_ Dates: \_\_\_\_\_

### Known Costs

- Tuition or Registration fee: \_\_\_\_\_

### Estimated Costs (following state per diem guidelines):

- Airfare (including baggage fees): \_\_\_\_\_
- Transportation (rental car, mileage estimate, parking, shuttles): \_\_\_\_\_
- Hotel: \_\_\_\_\_
- Meals: \_\_\_\_\_

### Length/Impact of Absence

- Will you miss scheduled class meetings? \_\_\_\_\_ If so, how many? \_\_\_\_\_
- How will you cover the time missed (find a substitute, Canvas, etc.)? \_\_\_\_\_

### Non-Travel

<input type="checkbox"/>	Subscription	Title of periodical _____	Cost \$ _____
<input type="checkbox"/>	Memberships	Organization _____	Cost \$ _____
<input type="checkbox"/>	Book	Vendor _____	Cost \$ _____
<input type="checkbox"/>	DVD	Vendor _____	Cost \$ _____
<input type="checkbox"/>	Other	Description _____	Cost \$ _____

### Rationale Statement (required for Travel or Non-Travel requests):

1. Your application requires that you submit a rationale statement (in a separate, typed document) that clearly and thoroughly explains the purpose of your fund request to readers who may not be familiar with your department/program. Your rationale should also explain how this request will contribute to your professional growth and the college's mission.
2. If you are applying for more than \$750 in funds, your statement must also include a list of PD funds applied for and used during the current and previous fiscal years.

**TOTAL FUNDS REQUESTED (Travel or Non-Travel):** \_\_\_\_\_

### **Approvals:**

Department Chair (initial & date) \_\_\_\_\_

Dean (initial & date) \_\_\_\_\_