COLUMBIA GORGE COMMUNITY COLLEGE

Request for Professional Development Funds - Faculty

Please follow these steps to request financial aid or release time/support to attend a professional development activity.

1. Complete this form.
2. Attach the appropriate information about the professional development activity (i.e. brochure, flyer, etc.) to this form.
3. Submit all of the above to the Department Chair and Instructional Director in your area for their review and approval.   Note: The Instructional Director will determine which cost center (s) to allocate.

Faculty Name: _____   Department:_____

Email Address:_____

Faculty Status:

Full-time Faculty   ☐   Adjunct Faculty   ☐
(Annual Allotted Amount: $500)   **(Annual Allotted Amount: $350)**

Date of this application:_____

Dates of proposed travel:_____

Purpose of request:

To deliver a workshop, seminar or training   ☐

To attend a conference, workshop, training or class   ☐

To purchase textbooks/class materials/tuition   ☐

 Other _____   ☐

Name of conference, workshop or class you plan to attend: _____
_____

Location: _____

Budget: Please itemize your anticipated costs:
Transportation costs: _____
Registration/tuition/texts: _____
Lodging and meals: _____
Total costs: _____
Amount requested: _____

What is (are) your professional development goal(s) as identified on your Professional Development Plan?
_____
_____
_____

Faculty signature: _____ (Please submit to your Department Chair and Instructional Director for approval.)

Approval Signatures _____   _____   _____
                        Department Chair   Instructional Director   Chief Academic Officer

Amount to be disbursed:_____ Account #:_____ Account Balance: _____
Amount to be disbursed:_____ Account #:_____ Account Balance: _____

To be completed <u>after</u> attending the professional development activity:

1. On a Scale of 1 – 5, how did this Workshop/Conference/Class benefit your current professional development goals:

VALUE	1	2	3	4	5
quality	unsatisfactory	fair	good	very good	excellent

Comments:_____
_____
_____
_____

2. What did you learn/bring back that is useful for you?

Teaching/learning strategy	□
Assessment tool	□
Classroom management technique	□
CE or CEU credits to maintain licensure/certificate	□
Other _____	□

Comments_____
_____
_____
_____

3. How will this information be shared with other faculty in your department or across campus?

Brown bag session	□
Department meeting	□
Department Moodle shell	□
CGCC email	□
Other _____	□
N/A	□

Comments_____
_____
_____
_____

4. Reimbursement for additional travel expenses submitted?
   Yes   □
   No   □