

Application for Professional Development Funding - Merritt College

Overview

Thank you for your interest in furthering your own professional development and contributing to the continuing improvement of Merritt College! To be considered for Professional Development (PD) funding approval, there are two things you will need to submit in your application packet:

- A completed “Application for Professional Development Funding” form, signed by you and by one of your direct supervisors (Department Chair, Division Dean, etc.)
- Accompanying materials to document the estimated costs of each item you are requesting, such as a screenshot of the conference registration fees, hotel fee for the room and time period you are planning on staying, etc.

Eligibility

You must be a full or part time faculty member at Merritt College. Classified Staff are encouraged to reach out to their Classified Senate President for potential funding options.

If you have previously been approved for funding this academic year, then your previously approved amount plus your new request cannot exceed the individual yearly limit for PD fund requests. As of Fall 2023, faculty can apply for up to \$1000 per academic year. These amount are subject to change – please inquire to the PDC Chair on the most up-to-date limit.

If you have previously been approved for PD funding at any point, that you have met the commitments delineated in the “Post-PD Activity Commitments.”

Timing

It is recommended to submit your completed application packet 45 days or more prior to the start of the prospective PD activity. If the applicant pays in advance for the activity, and is requesting reimbursement, then reimbursement is possible (not guaranteed) if the approval occurs before the last day of the PD activity. The PDC will not approve reimbursement requests for PD activities that have already been completed.

Submission and Review Process

Please submit your completed application packet to the Chair of the Professional Development Committee (PDC) at Merritt College. Applications will be reviewed during regularly scheduled PDC Meetings which occur on the first and third Thursdays of the month.

Please note that funding is not guaranteed, but contingent upon majority vote from the PDC. With limited resources, in our approval process we may consider the following factors:

- the amount of money in the PD budget
- whether you have been funded before — and if so, how often and how recently
- whether similar events or opportunities exist ‘closer to home’ or at less expense
- whether you have been funded for the same, or similar, events in the recent past
- the extent to which your participation in the PD activity will benefit you, students, colleagues, your department/program, or the college
- whether the outcomes of the PD activity are aligned with the goals and priorities expressed by your department/program, the college, etc.
- the number of colleagues requesting funding for the same event — and whether there is a benefit for participating in the PD activity as a group.

Section 1 – Faculty Information

Name: _____ **Email:** _____
Date: _____ **Home/Cell Phone:** _____ **Office Location:** _____

When was the last time you were approved for PD funds from the Merritt College PDC?

- I have never been approved for PD funds before by Merritt-PDC.
- I have been approved in the past. **Date:** _____

Section 2 – Cost Breakdown and Total PD Funding Request Amount

1. What is the exact amount you are requesting for each component of your request?

- Conference Registration Cost (Online Attendance): _____
- Conference Registration Cost (In Person Attendance): _____
- Hotel Cost: _____
- Meal Costs: _____
- Transportation/Gas Costs: _____
- Material Costs (associated with facilitating a PD workshop): _____
- Coursework Costs (Online): _____
- Coursework Costs (In Person/Hybrid): _____
- Textbook Costs: _____
- Exam Prep Costs: _____
- Certificate/Certification Costs: _____
- Professional Association Subscriptions/Memberships: _____
- Other Costs (please describe): _____

2. What is the exact total amount that you are requesting from Merritt-PDC? _____

3. Have you submitted a request for the amount above from another PD Committee within Peralta or from another funding source at Merritt?

- No, I have not.
- Yes, I have.

4. In addition to this form, please make sure to submit documentation of the estimated costs of each item you are requesting, such as a screenshot of the conference registration fees, hotel fee for the room and time period you are planning on staying, etc.

Section 3 – Rationale for Request

- 1. What is/are the specific objective(s) of this Professional Development activity?**
- 2. How will this activity positively impact you and your Professional Development?**
- 3. How will this activity positively impact students?**
- 4. How will this activity positively impact your department, program, division, or the college as a whole?**

5. Commit to a plan of action that is to occur within four (4) months after the PD activity. The purpose of this commitment is to contribute to the continuing improvement of Merritt College. Whatever plan of action you choose, you must keep the Merritt PDC Chair informed of your plan when it is happening.

How will you commit to collaborate and/or share your new knowledge and/or skills?

- I plan to facilitate a presentation/activity on this topic during Flex Day.
- I plan to facilitate a presentation/activity on this topic during College Hour (Tuesdays 12:30pm-1:30pm).
- I plan to facilitate a presentation/activity on this topic during a constituency group meeting (e.g., Academic Senate, Classified Senate, or Associated Students of Merritt College).
- I plan to facilitate a presentation/activity on this topic during a participatory governance committee meeting (e.g., Institutional Effectiveness Committee, Leadership Council, College Council, Merritt Technology Committee, or Budget Committee).
- I plan to facilitate a presentation/activity on this topic during a standing committee meeting (e.g., Student Success and Equity Committee, Student Learning Outcomes Assessment Committee, Council of Department Chairs and Program Directors, Merritt College Curriculum Committee, Distance Education Committee, Career Education Advisory Committee, Accreditation Committee, Health & Safety Committee, Facilities Committee, or Professional Development Committee).
- I plan to create something (such as a summary of key take-aways, report, evaluation, or assessment of the activity) and distribute it to other relevant groups/individuals.

Include brief details for your plan of action, making sure to include the “who, what, when, where, and how” as well:

6. Faculty applying for PD who will miss one or more classes (or work assignments) due to the PD activity must submit a plan to cover the missed class(es) (or work assignments). PD funds cannot be used to pay substitutes when instructors miss their classes due to PD.

- This PD activity is not scheduled during my class time or work assignment.
- This PD activity is scheduled during my class time or work assignment. Describe your plan to cover the missed class(es) or assignment below:

Section 4 – Post PD Activity Commitments

By signing, I acknowledge that after the conclusion of my PD activity, I am expected to:

- Submit copies of original receipts for all items that I had requested funds for (e.g., food, gas, hotel, conference fees, etc.) *within thirty (30) days after my PD activity concludes.*
- Enact my plan to collaborate and/or share the new knowledge/skills I've learned *within four (4) months after my PD activity concludes.*
- Keep the Merritt College PDC Chair informed about my plan of action.
- If I do not follow the expectations stated above, I acknowledge that I will not be eligible for subsequent funding.

Applicant Name: _____

Applicant Signature: _____ **Date:** _____

Section 5 – Required Authorizations Prior to Submission to the PDC

Direct Supervisor's (Dept. Chair, Division Dean, etc.) Recommendation

- I recommend the applicant's request for professional development. I confirm that the applicant's request does not conflict with their class time/work assignment, or that the applicant has an appropriate plan to cover their missed class(es)/work assignment.
- Request denied. Reason: _____

Direct Supervisor Name: _____

Direct Supervisor Signature: _____ **Date:** _____

Professional Development Committee Approval

Professional Development Committee Approval

The PDC approves the applicant's request for the amount of _____

Request denied. Reason: _____

PDC Chair Name: _____

PDC Chair Signature: _____ **Date:** _____