



Faculty Professional Development Request Form

Please print carefully in the spaces provided.

FACULTY NAME:

Office Use _____	Date Request Received _____
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LAST

FIRST

MI

INSTRUCTIONAL AREA OR DISCIPLINE

CONTACT INFORMATION:

MAILING ADDRESS:

ELECTRONIC MAIL: _____

Street/PO Box: _____

TELEPHONE NUMBER: _____

City: _____

Day: _____

Night: _____

State: _____

Zip Code: _____

ACTIVITY DETAILS:

EVENT DATE:

EVENT LOCATION: _____

Start Date
(M/D/YYYY)

End Date
(M/D/YYYY)

TITLE AND DESCRIPTION OF PROPOSED PROFESSIONAL DEVELOPMENT ACTIVITY:

(Attach application/registration form, brochure, program catalog, and/or other official information or communication about the opportunity.)

EXPENSES:

(Prior approval required by Dean of Instruction or assigned designee for requested expenses.)

\$ _____ Fees Required for Activity

\$ _____ Associated Materials Cost

\$ _____ Estimated Travel Expenses, including meals

Mode of Transportation: _____

(Public transportation and/or car rental require prior approval)

\$ _____ Estimated Accommodation Expense

\$ _____ Total Costs (Following the development activity, all receipts and conference documentation must be provided.)

ATTACHMENTS:

Program application/registration form(s) completed

OCCC requisition forms for fees, travel, accommodation and other requested expenditures

Please attach a written statement to address the following items:

Purpose for attending and participating

Evidence of meeting professional development criteria (see reverse of form for criteria)

Itemized travel expense budget

Applicant Signature: _____

Date: _____

REQUIRED APPROVALS:

Dean of Instruction or Assigned Instructional Director: _____

Date: _____

Account Number for Expenditure: _____

Faculty Development Expense Requests

Faculty are encouraged to pursue professional development related to the subjects that they teach. Active and ongoing professional development is important for faculty, students and the College. The CCI (Council of Curriculum and Instruction) is an important setting in which to learn about recent, current and future faculty development opportunities, as well as a forum to provide input regarding faculty development.

Faculty may request leave in order to attend professional development activities directly related to the subjects they teach. Proposed professional development and related expenditures must be approved in advance by the Dean of Instruction or the responsible instructional director. Faculty will be informed in writing whether expenses will be paid by the College.

Faculty may make requests for professional development expenditures at any time using the Faculty Professional Development Request Form, available from the Dean of Instruction or the assigned instructional director. Requests for payment of faculty professional development expenses must meet the following criteria:

- 1) Proposed expenditure addresses innovative instructional techniques and one or more of the Council of Curriculum and Instruction's Values Statements (see below);
- 2) Proposed activity has clearly defined benefits to subject area instruction, student learning outcomes, contribution to College's learning and teaching community, and/or shared use by other faculty;
- 3) Proposal includes applicant's plans to use experiences and/or skills in courses currently assigned; and
- 4) Proposed activity is directly related to other professional skills directly related instructional effectiveness.

Contact the Dean of Instruction or the responsible instructional director for more information about faculty development.

Oregon Coast Community College Council of Curriculum and Instruction

We value knowledge and believe learning has infinite worth with personal, social and cultural benefits.

We value the sharing of our acquired knowledge to enhance the intellectual growth and lives of our students and the communities we serve.

We value the enlightenment of education, the perception of eternal beauty, the quest for eternal truth, and the recognition of eternal good.

We value consensus. We believe decisions regarding the effective delivery of knowledge will best serve the college when such issues are discussed and refined within a framework of positive collaboration.

We value an academic environment of goodwill that includes fairness, diversity, honesty, ethics, and personal responsibility. We believe tolerance and mutual respect are essential for effective learning to occur.

We believe the communities we serve-- students, faculty, staff, and the public-- who benefit from this academic environment, should participate fully in creating an appropriate setting for life-long learning.

Adopted by the Council of Curriculum and Instruction, October 4, 2001