

Faculty Development and Recognition Committee of the Faculty Senate

The Faculty Development and Recognition Committee of the Faculty Senate accepts, reviews and funds requests for professional development through travel from full-time faculty. \$13,000 is allocated annually in the college's operating budget to the committee. The committee, comprised of full-time faculty members, has developed its own guidelines, proposal form, and timeline.

The timeline for the grants for the academic year is:

1st Round of Proposals

Notice given in August (during first week of fall semester classes)
Deadline to apply is mid-September
Funds must be used by June 30 of following year

2nd Round of Proposals

Notice given in January (during first week of spring semester classes)
Deadline to apply is mid-February
Funds must be used by June 30 of current year

3rd Round of Proposals

Notice given in March (after mid-semester break)
Deadline to apply is mid-April
Funds must be used by September 15 of current year (during next academic year)

Notifications and reminders about the calls for proposals are sent to full-time faculty via e-mail. Dave Cox, Associate Professor of Biology, is the contact person. He may be reached at 786-4909 or Dave.Cox@lcc.edu. The most recent Professional Development Proposal form is attached.

Professional Development Proposal Form

Applicant name(s)

Date

Destination

To be considered for funding, please complete the following proposal form as thoroughly as possible. **Applications will not be accepted unless they are on this form. Please fill out and submit 10 copies to Dave Cox by April 18, 2008.**

1. Attach a brochure / information about the event.
Explain the event and its significance to your discipline and the college community.

2. Upon returning from a professional development conference or activity that was partially or wholly funded by LLCC, the faculty member will do one of the following activities designed to share appropriate segments of the experience with colleagues, students, and/or others:
 - a. Make a CELT presentation to members of the college during the Fall or Spring professional development day
 - b. Conduct a CELT workshop during the semester over the skills that were gained during your professional development
 - c. Write a summary article to be printed in the Link letter or student newspaper
 - d. Other means of sharing information from the professional development activity/travel. (Should be specified to Faculty Development and Recognition Committee for consideration.)

If approved please indicate which of the above activities you will do. Failure to complete one of the above activities within one academic year of the professional development will disqualify the applicant from any further Professional Development funding for a period of 2 academic years.

3. Indicate what your role will be at the event. (speaker, panel member, participant, etc)

Indicate the number of times you have traveled for professional development over the past 3 years.

4. Please include a detailed summary of the funding you are requesting.

Airfare, mileage, hotel, conference registration fee, etc.

Indicate any sources of funding you anticipate receiving for your travel (professional development funds, departmental funds, etc.)

5. Indicate the impact your development will have upon the college, department, students and you personally.

6. Indicate all of your extra curricular service that you have given to the college in the past 3 academic years. (i.e. committee service, club sponsorship, etc.)