



## Laney College Professional Development Funding Request Form

The Professional Development Committee can accept funding requests from faculty members (full or part-time) currently employed at Laney College up to a total of \$1000 per academic year per person.

Please note that funding is not guaranteed, but contingent upon majority vote by the Professional Development Committee (at its regularly scheduled committee meetings), based on the availability of funds and the committee's determination of whether the item will further the individual's professional development and contribute to the department or subject area.

It is imperative to allow for proper processing time to have your funding request reviewed. Funding for in-state travel should be requested at least 50-60 days prior to the desired date of travel. Funding for out-of-state travel should be requested at least 60-80 days prior to the desired date of travel, as Board Policy 7400 requires that out-of-state travel be pre-approved by the Board of Trustees. No funding requests shall be approved retroactively.

Classified Professionals and other Staff: PD Committee funding is currently restricted to faculty by the PFT union contract, but there may be other sources of funding available on campus for your professional development needs. Please contact your supervisor for possible funding sources.

All requests must be submitted to the committee chair (Heather Sisneros) on the Thursday before the next scheduled Professional Development Committee meeting. --The committee meets on 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month.

### Applications Must Include:

1. Funding Request Form (this document) which includes your commitment to share a report and/or evaluation with colleagues.
2. Copy of Employee Vendor Application. All employees must be registered as "vendors" with PCCD. Employees cannot receive professional development funds unless they are a PCCD vendor.
3. Copies of estimated costs:
  - a. Conference/event fee that include location, dates, and pricing
  - b. hotel costs that include location, dates, and pricing
  - c. travel costs that include location, dates, and pricing
  - d. meals cost

### Steps to funds approval and procurement:

1. Fill out all application materials and procure copies of estimated costs outlined above
2. Send all documents to PD Chairs by the Thursday prior to the Monday meeting
  - a. PD Committee meets on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays each month
3. After PD Committee approval, (you will be notified 48 hours after approval), meet with PD chair to fill out Peralta Travel Authorization form in PeopleSoft.
4. Approved funding request is sent to Board of Trustees (BOT) to be agendaized
  - a. Agenda Items are due to the BOT 1 month prior to the meeting
5. After BOT approval, request is approved in PeopleSoft.
6. Faculty may choose to apply for a travel advance. Make an appointment with the PD chair to fill out the Travel Advance form in PeopleSoft.

[Laney College Professional Development Website](#)

There are several steps for procuring and reconciling funds.

- 1.) Travel Authorization Form in PeopleSoft is only to authorize the travel. It is not a cash advance mechanism.
- 2.) If desired, after travel is approved (email notification), you may request a travel cash advance.
- 3.) When the event is over, you must reconcile the funds. All 3 steps take place in PeopleSoft.



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Professional Development  
Funding Request Form**

**Date:**

**Name:**

**Department/Area:**

**Email:**

**Faculty are asked to notify their direct supervisor (manger/dean/administrator/chair) before applying for professional development funding. Have you done so?**

**Yes**

**No**

**Type of funding request:**

**In state travel (any off-campus event in CA requires 50-60 days advance notice)**

**Out-of-state travel (requires 60-80 days advance notice)**

**Tuition for training in teaching skills, pedagogy, or similar**

**Membership to professional association in your area of expertise**

**Title of Conference/event/course:**

**Location of Activity (write N/A if not applicable):**

**Date(s) of Activity:**

**If you are presenting at a conference, please provide title of presentation. Write N/A if not applicable:**



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Indicate estimated amounts for the below (Max amount is \$1000. per academic year per person. Note: current district policy is \$75 dollars a day for per diem which includes meals)

	Amount	Describe	Example of "Describe"
Conference/event/ course fee			Course fee
Transportation			Flight/Uber
Hotel			\$150 x 2 days
Meals			\$75 x 2 days
Miscellaneous			hotel parking
Total			

Please answer the following:

1. What is the specific objective of this activity?

2. How will participating in this activity benefit the College?

3. How will this activity directly impact students and student learning?



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**4. How do you plan to share this event with colleagues, Laney College, and/or the Peralta District?**

**Write up an evaluation and assessment of the funded activity**

**Share your takeaways with faculty at a College Hour forum (Thursdays Noon-1pm)**

**Give an oral report/presentation to your department or service area. (Please note: This option requires certification by department chair or supervisor.)**

**Conduct a professional day workshop related to funded activity**

**Other (please describe):**

**5. Please note the last time (if ever) you have been funded by the Laney College Professional Development for an individual funding request and the estimated funding amount of previous Professional Development funding request.**

***Note that travel authorizations must be approved prior to actual travel. Following the approved travel authorization, employees are then eligible to submit for cash advance prior to trip or reimbursement of travel costs upon completion of trip.***

**OFFICE USE ONLY**

**Date of committee approval:**

**Total amount approved by committee:**

**Requested Funding:**

**BUDGET LINES:**