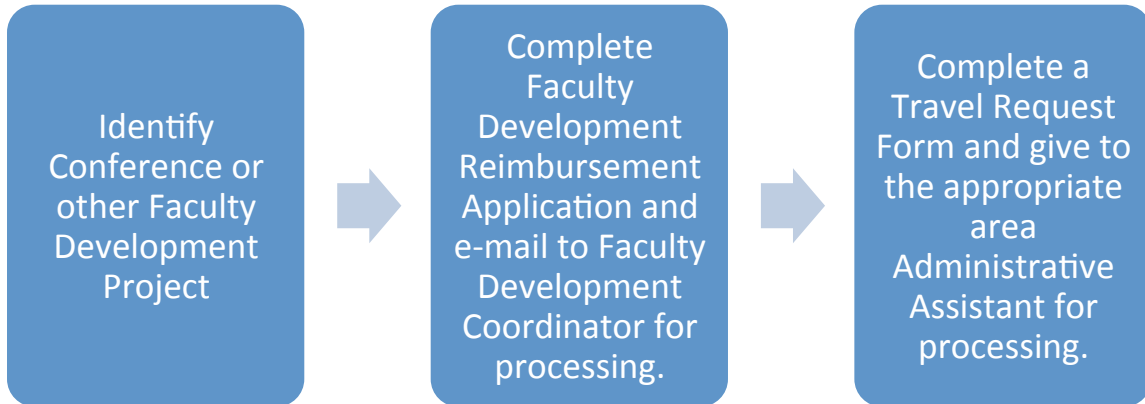


Moreno Valley College Faculty Development Committee**How to Apply for Faculty Development Funds****When preparing your Faculty Development funding request, please do the following:**

1. Make sure to indicate “Funding Source” on the Travel Request Form. You should indicate Faculty Development funding as well as any other sources that may be applicable.
2. Make sure to keep records of your submitted forms and related expenses until reimbursements are fully processed.
3. Once you have attended the conference and/or participated in the planned development activities or project(s), write a brief summary explaining (1) what you did and how this contributes to your development as a faculty member, and (2) in what way(s) you will share what you have learned with the college community. **Please send the summary within a month of project completion via e-mail to the Faculty Development Coordinator.**

Examples of Professional Development Activities:

- Attend a conference or meeting for a professional society or discipline-related group/association.
- Participate in discipline-related activities that enhance your knowledge and experience in your field: trainings, museum exhibits, lectures, workshops, service activities, mentoring opportunities, applied/practical experience
- Conduct research or engage in other inquiry or study related to your discipline, teaching, or other college work

**Faculty Development Committee
Professional Development Reimbursement Application**

Funding: The Faculty Development Committee has an annual budget of \$10,000 to support independent individual and group faculty development. (The fall and spring Flex Days are funded separately.) The Committee has agreed to a goal of supporting at least 10 projects at \$500 or less and at least 5 projects between \$500 and \$1000. (Amounts larger than \$1000 may be considered if cost-to-benefit is deemed appropriate and with proper consideration to competing requests for limited funds. **Please also consider applying for funding from multiple appropriate sources.** This application is just for reimbursement of expenses; it does not pay or award Flex hours. **All faculty—full-time and part-time—are eligible to apply for Faculty Development Reimbursement of Expenses.**

Criteria for Selection:

- **Timeliness of the submission of this application:** The earlier you submit your application, the more likely it is to be considered for approval. We recommend at least two months lead time (three months for out of state travel) between the submission of your application to the Faculty Development Committee and the date of the proposed project. All paperwork, including the Travel Request form, must be submitted and approved prior to the event and in accordance with stipulated timelines. **We encourage you to keep track of the progress of your application.**
- **Benefit** of the activity to the professional development of the participants and MVC faculty, to the campus community as a whole, and above all to student success. **Specifically, approved activities should align with one or more of the MVC Strategic Goals and one or more of the Faculty Development Goals, as listed below.**

Moreno Valley Strategic Goals

I. Student Access and Equity: Moreno Valley College is committed to eliminating persistent student equity gaps and improving access to higher education by strengthening a college going culture in our community and implementing effective interventions, programs, and services.

II. Student Learning, Success, and Completion: Moreno Valley College is committed to promoting student learning, success, and educational goal attainment through implementation of the guided pathways framework.

III. Community Engagement and Partnerships Moreno Valley College is committed to actively engaging the community, educational partners, and industry employers by fostering innovative collaborations to respond to community needs.

IV. Professional Development: Moreno Valley College is committed to enhancing professional and leadership growth of students, and employees through approaches aligned with the college mission and core commitments.

V. Institutional Effectiveness and Resources: Moreno Valley College is committed to fostering a culture of continuous institutional improvement and effective resource management, accountability, planning, management, and assessment.

Faculty Development Goals

- A. Provide professional development opportunities that expand skills and practices for faculty to support improvement of instruction and enhanced student learning.
 - B. Develop innovative classroom strategies and instructional techniques that are responsive to evolving student needs and measures of student success.
 - C. Offer training opportunities that increase computer and technological proficiency and/or support distance education and online instructions.
 - D. Engage faculty as scholars and practitioners in their various disciplines, and provide opportunities for faculty to share their expertise with colleagues.
 - E. Support faculty well-being, including physical and emotional health and self-esteem.
- **Benefit-to-Cost Ratio:** Cost of projects should be reasonable in relation to the professional and institutional benefits they provide. Projects that follow through with in-house faculty and professional development—through workshops and presentations—improve their benefit-to-cost ratio.
 - **Diversity:** We seek to support projects with diverse professional goals and from across the academic and CTE curriculum.

1. Applicant Name:

2. Department/Discipline:

3. Proposed Professional Development Activity:

4. Date(s) of Proposed Activity:

5. Location:

6. Description of Activity:

7. Explain how your proposed activity contributes to one or more of the Moreno Valley Strategic Goals (I-V) listed above:

8. Explain how your proposed activity contributes to one or more of the Faculty Development goals (A-E) listed above:

9. If Faculty Development funds your activity, you should submit to the Chair of the committee a summary of the project within a month of completion. The summary should address what the project will contribute to your professional work with the college and should include a plan for sharing what you learned with the college community (for example: flex workshop or panel, report to your department, synopsis to your peers).

Date for submission of summary report:

Preliminary plans for sharing:

Budget Breakdown:

Faculty Development Funds allow for up to \$1000 per person, but please provide a full breakdown of your expected budget.

Category	Description	Proposed Expenditure
Conference Fees		
Hotel/Lodging		
Travel Expenses		
Meals		
Materials and Equipment		
Miscellaneous Expenses		
Totals		

You will also need to submit a Travel Request form, below, if your request involves travel expenses.



TRAVEL REQUEST

T# _____
Assigned by Budget Office

- Out-of-state (and over 500 miles) travel requests require board approval - fax completed travel request forms for campus personnel to your campus Vice President, Business Services, or for District personnel, to the District Budget Office.
- Requisitions are required for any prepayments.
- Itemized Expense Reimbursement form, with itemized receipts must be submitted within 30 working days after returning from trip.
- Do not use acronyms when filling out this form.

Name _____ Department & Location _____

Official Job Title _____ Travel Dates - Departing ___/___/___ Returning ___/___/___

Event Name / Purpose of Travel _____

Travel Destination - (Address, City, State) _____

Estimated Costs: *(Include All Costs Paid by District Funds)*

1. Mileage	\$ _____	(_____ miles @ _____ cents per mile)
2. Airfare	\$ _____	PR# _____
3. Hotel	\$ _____	PR# _____
4. Meals	\$ _____	
5. Registration Fee	\$ _____	PR# _____
6. Parking	\$ _____	PR# _____
7. Taxi / Car Rental	\$ _____	PR# _____
8. Other _____	\$ _____	PR# _____
Total	\$ _____	- \$ _____ = \$ _____
	Estimated Costs	Prepayments
		Balance
		PR# for Balance _____

Student Information:

1. Total number of students	_____
<i>(Attach a list of student names)</i>	
2. Total student travel costs	\$ _____
<i>(Not included in Estimated Costs section)</i>	
<u>Funding Source(s)</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

<u>Funding Source</u> <i>(General Fund, Grant Fund, etc.)</i>	<u>Amount</u>	<u>Budget Code</u>
_____	\$ _____	___/___/___/0/___/___/___
_____	\$ _____	___/___/___/0/___/___/___
_____	\$ _____	___/___/___/0/___/___/___
Total	\$ _____	<i>(Must equal Total Estimated Costs)</i>

Traveler *(print name)* _____ Signature _____ Date _____

Supervisor/Department Chair *(print name)* _____ Signature _____ Date _____

College Vice President, *(print name)* _____ Signature _____ Date _____
(If Applicable)

College Vice President, Business Services *(print name)* _____ Signature _____ Date _____
(If Applicable)

President/Vice Chancellor/Chancellor *(print name)* _____ Signature _____ Date _____