

**COLLEGE OF SAN MATEO  
AFT Faculty Development Project Proposal  
Application Cover Sheet**

**NAME:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_  
**PROJECT TITLE:** \_\_\_\_\_ **LOCATION OF PROJECT:** \_\_\_\_\_

**TODAY'S DATE:** \_\_\_\_\_ *No retroactive applications accepted.* **FACULTY STATUS:** FT PT

**APPLICANT**  
**Fill out Applicant Section and submit to your Dean**

Include: Statement of Purpose and Dissemination Plan (attach separate sheet), [Conference Advance Form](#), and for conference, seminar, workshops, etc., include a copy of the conference announcement & fee schedule. **Proposal will not be considered until the Statement of Purpose and Dissemination Plan, announcement, Conference Advance Form, and fee schedule are received.**

# of days needed for project: \_\_\_\_\_ Specific dates: \_\_\_\_\_

Registration fee **ONLY** (payable under AFT Professional Development Program): \$ \_\_\_\_\_

Travel reimbursement can be requested on Conference Advance Form. Lodging can only be covered for conferences outside a 100 mile radius from CSM.

**A conference schedule showing any included meals is required with all travel requests. See [Domestic Conference and Travel Expenses Policy](#).**

**DIVISION DEAN**

*\*Deans: Please explore additional funding sources for travel expenses.\**

Instructor replacement: ( \_\_\_ hrs at \$ \_\_\_\_\_ /lecture hr = \$ \_\_\_\_\_ ) + ( \_\_\_ hrs at \$ \_\_\_\_\_ /lab hr = \$ \_\_\_\_\_ ) = \$ \_\_\_\_\_

Instructor replacement benefits (12.25% for FH, 36.50% for 8F) of subtotal: \$ \_\_\_\_\_

Total (replacement + benefits) : \$ \_\_\_\_\_ Name of substitute instructor(s): \_\_\_\_\_  
*If instructor will not be replaced, check here*

\_\_\_\_\_  
 Signature of Dean \_\_\_\_\_ Date

**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Recommendation to President**    Approved    Denied

Reg. + replacement + benefits. = \$ \_\_\_\_\_    Travel \$ \_\_\_\_\_    **Total:** \$ \_\_\_\_\_

Signature of Committee Chair \_\_\_\_\_ Date

Recommended to use FPD fund for Travel

**PRESIDENT**

Approved                      Denied                      Amount \$ \_\_\_\_\_

\_\_\_\_\_  
 Signature of President \_\_\_\_\_ Date

**COLLEGE OF SAN MATEO**  
**Information and Procedures for**  
**SHORT-TERM PROJECTS, now with Travel Requests**

**Purpose of the AFT Faculty Professional Development Program**

The AFT Faculty Professional Development program maintains and enhances programmatic excellence across the district by providing faculty opportunities to update, retrain, and extend expertise to meet current and future student needs in accordance with college priorities.

**Eligibility**

All full- and part-time academic employees are eligible. Travel reimbursements cover transportation, lodging and meals. An overnight stay is not allowed if the destination is within a 100 mile radius from the traveler's work address. Domestic travel is capped at \$2,000 and international travel is capped at \$2,000. The program is first- come, first-served, so early applications are recommended. As our funds are limited, please explore additional funding sources for travel expenses. The [Domestic Conference and Travel Expenses Policy](#) describes procedures in more detail.

**Application Procedure**

To avoid delays in the approval process, please complete the first page of the application form and include the requested documents as instructed.

**For all short-term project requests, submit your application 30 days in advance of the event. Be sure to include the following:**

- Completed application form (first page)
- Statement of purpose and dissemination plan
- Copy of the announcement and fee schedule (including conference meals provided, if applicable)
- Completed Conference Advance form

**Statement of Purpose and Dissemination Plan**

The statement of purpose and dissemination plan should describe the expected outcomes of the project and how these outcomes meet the needs of our students. If the project serves basic skills students, this should be noted. Explain how the results of the project will be shared with departments, divisions, and/or the campus community. This may include a variety of methods- department or division meetings, department or college websites, flex day activities. Applicants may be invited to share their report with colleagues or the campus community at campus events.

## Timelines

Applications are accepted on a continuing basis except winter and summer breaks (no submissions May 15- Aug. 15). Registration and/or Substitute Only requests should be submitted for approval at least 30 days in advance of the event. Registration AND Travel requests *must* be submitted at least 30 days prior to the event. **Note that the Dean's signature MUST pre-date the event.** If you would like to have registration fees paid by the college in advance you must submit the application paperwork 30 days in advance. The Conference Advance Form has a box to check to indicate this preference. Contact Stephanie Martinez (martinezst@smccd.edu) for more information.

## Allowable Expenditures

The AFT Faculty Professional Development Program covers the cost of faculty replacement (substitutes) and registration fees for workshops/seminars and travel expenses.

### Please Note

There is no stated limit that an individual can use from the Short Term Project fund for registration fees and substitutes. However, the committees have the responsibility to monitor appropriate use and overuse of these monies. In order to allow funding support for a variety of projects, or if funds are depleted, applications may be denied.

## Processing of Applications

The complete application and requested documents are submitted to the applicant's immediate supervisor to indicate his/her awareness of the proposed project, calculate substitute costs, and to approve the travel component of the request. The application is forwarded to Professional Development Committee Chair, Teeka James, for recommendation to President Claire, who approves or denies all Short-Term Professional Development Applications. You will receive an approval letter from the VP office, stating the follow-up requirements and the funding source. If the application is denied, you will be contacted by email.

## Follow-up and Reimbursement

For all short-term projects, applicant must complete a "SMCCCD Statement of Conference Expense" form with original receipts, and a follow-up report detailing the outcomes of the project. These should be submitted **in a timely manner (within one month)** to Stephanie Martinez (martinezst@smccd.edu).

**Please note:** Reimbursement is processed by Stephanie Martinez, not by the Professional Development Committee or its chair. Please submit your expense report and follow-up report to Stephanie Martinez (martinezst@smccd.edu).