

Full-Time Faculty Professional Growth Application

This form is to be used to support professional growth activities such as: travel to and participation in professional conferences, workshops, expositions, seminars and training; activities related to participation as a member in professional organizations, advancement/enrichment in a professional discipline (tuition for course work towards an advanced degree is not included) and/or courses required for certification or licensing.

Date Date funding requested

Faculty Name School

Activity Total Funding Amount Requested

If activity exceeds funding amount, list budget account or alternative source that will fund the remaining amount.

Date of last PG award, if any Activity supported by last PG award

Is anyone else from the College participating in this activity? If yes, list.

Are funds for this activity available through other budgets? If yes, have you applied?

How will this activity benefit faculty, students, division, college and/or community?

How will this activity enhance your professional growth?

Attach Completed Yavapai College Travel Form. List all expenses for the proposed activity including fees, supplies, travel per diem, airfare, etc. Air travel is funded at the lowest commercial rate, exclusive of standby.

Reference the YC Business Office website page (<https://www.yc.edu/v5content/business-office/>) for appropriate out-of-state meal and lodging reimbursement rates.

If expenditures exceed the maximum awarded amount (\$1,750) during a fiscal year, indicate on travel form what budget account or alternative source will fund the remainder. Upon review by the Professional Growth Committee and with approval, the application will be forwarded to the Business Office.

Attach All Conference Detailed Documentation With Application.

Applicant Sign & Date

Would you be willing to present to your Department/School and/or the Teaching and Learning (TLC) Committee?

Yes No

Dean/Chair/Program Director Sign & Date

Recommend Not Recommend

APPLICANT: Submit the signed form along with a completed travel request form signed by your direct supervisor and conference documentation.

For Official Use Only

Professional Growth Committee Chair Sign & Date

Approved

Award Amount

Not Approved

Dean Sign & Date

Vice President of Instruction & Student Development Sign & Date

President Sign & Date (If out-of-country travel)