



APPLICATION FORM:
Faculty Adjudicated and Common Professional Development Funds

Check off the appropriate box:

- **Adjudicated PD (>\$250 and up to \$1,000)**
- **Common PD (\$1,000 up to \$3,500)**

Individual Application:	
Date of Application:	Faculty employee #:
Applicant name:	Department:
Contact email:	Employment status of applicant: (Term/Regular and % time status for part-time)

Group Application:	
Date of Application:	Department:
Departmental Sponsor:	Contact email:
Faculty members participating in group activity:	

Application steps:

1. Select whether this application is for Adjudicated (>\$250 up to \$1,000) or Common (up to \$3,500) or both.
2. Common PD funds applications can include up to 3 different and unique PD activities on one Application Form
3. Complete the Application Form and attach electronically all documentation including:
 - a. Information related to PD activity such as tuition fees, conference registration, etc.
 - b. Estimated cost of flight, hotel, car rental, airport transfer, visas, immunization in CDN dollars
 - c. Estimated cost of trip cancelation insurance
 - d. Faculty Professional Development Proposal Form signed by Dean if activity is to be taken during P.D. time
 - e. If the activity is taking place other than during P.D. time, indicate this information in segment 7 below.
4. Submit the Application Form and supporting documents noted in 3 above to acpdfunds@vcc.ca



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5. Allow up to 6 weeks for applications to be processed. A formal communication of the funding request will be emailed to the faculty member by the Vice President Academic’s Office.

6. Description of Activity including location and dates:

Activity # 1:	Dates and location:
Description:	

Activity # 2:	Dates and location:
Description:	

Activity # 3:	Dates and location:
Description:	

7. Explain the type of leave related to this funding request (PD, education leave, vacation, other leave):

<i>Attach Faculty Professional Development Proposal Form signed by Dean if activity is to be taken during P.D. time</i>

8. Explain how this activity will maintain and develop professional competence and effectiveness to remain current and active in your discipline or program:

<i>Applicants are encouraged to explain how this activity is aligned to the College’s Integrated Plan or department’s strategic direction</i>



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9. Use the table below to show an estimate of your expenses:

Enter amounts in Canadian Dollars or state currency used

	Activity #1	Activity #2	Activity #3
Tuition, or conference registration and fees			
Travel (airfare, car rental, mileage)			
Accommodation			
Meals			
Other (specify details)			
Total amount requested per activity			
Total amount requested (add up all activities)			

10. Total Amount Requested:

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11. FOR COMMITTEE USE

Recommended by Committee:
Not Recommended by Committee:

Applicant Name:	
Amount Recommended:	Common: <input type="checkbox"/> Adjudicated: <input type="checkbox"/>

Committee Member Signatures:

Administration rep:	VCCFA rep:
Date:	Date:



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12. **FOR VICE PRESIDENTS' USE ONLY – COMMON FACULTY PD ONLY**

Applicant Name:
Decision:
Amount Approved:
Signature:
Date: