



# Faculty Professional Development Proposal Form

**NOTE:** Proposal Forms should be submitted to the Dean/Director at least 2 weeks prior to the Professional Development start date.

<b>NAME:</b>		<b>DATE:</b>	
<b>DEPARTMENT:</b>		<b>I.D.#:</b>	
<b>Professional Development Dates:</b>		<b>Total Duty Hours:</b>	
<b>From:</b>	<b>To:</b>		
<b>From:</b>	<b>To:</b>		
<b>OUTLINE OF PROPOSED ACTIVITIES:</b> (Attach a separate sheet of paper if you require more space)			
<b>METHOD OF REPORTING:</b> (i.e. verbal report, written report or presentation)			
<b>BENEFIT TO INSTRUCTOR / COLLEGE</b>			
<p><b>NOTE:</b> Reporting of Professional Development activity will be required by the Dean/Director within one month of completion. The Department Head and the Dean or Director of the School/Centre require this information. If requesting funds, complete PD funds money request form.</p>			
<b>Date PD Report Submitted to Dept. Head/Dean or Director :</b>			
<b>Or Copy of PD Report Attached.</b>			
<b>Employee's Signature:</b>		<b>Date:</b>	
<b>Department Head Signature:</b>		<b>Date:</b>	
<b>Dean/Director's Signature:</b>		<b>Date:</b>	

**DEPARTMENT HEADS** : Forward completed 'original' form to appropriate Dean/Director for processing.

**DEANS/DIRECTORS** : Before submitting to Payroll, please take a copy for your file and a copy to give to the Department Head.