

Long Term Professional Development Application Form

Keyano College encourages and contributes financially to short-term, specialized training, and long-term Professional Development (PD) activities for its faculty members through the annual allocation of funds to a Professional Development Account. Please use this form to apply for long term PD. Note that you may be invited for an interview by the committee to get clarification on your application.

On-going applications will be granted first consideration over new requests, subject to budget constraints.

Checklist: please ensure that your application for Long Term PD includes all applicable items listed below.

The Long Term PD Application Form (including projected costs)

Letter of Intent (for new applications) ** See Note 1**

Letter of Progress (for on-going applications) **See Note 2**

Supervisor's Approval Signature

Travel Request Form (if applicable)

Documentation from Academic Institution / Training Provider with Additional Information About the PD activity

****1**** Your letter of intent can include an overview of your program, the status of your application, how you plan to share your knowledge with faculty, and how it will benefit students.

****2**** Your letter of progress can include an update on the progress of your program/activity, any notable challenges/successes, and any unforeseen demands/circumstances/cost.

Application for Long Term Professional Development

Application Type:

With Leave

New Application

Without Leave

On-Going Application

Applicant's Name

School/Department:

Name of PD Activity

Name of Provider

Duration of Training

How does this PD activity align with your Annual Professional Growth Plan and the CIP, as discussed and reviewed with your supervisor?

Anticipated absences(dates) from work during the year as a result of your long term PD activity (if applicable):

Please provide an explanation if there will be disruption to classroom instruction or work related duties due to absences.

Projected Costs of Your PD Activity (for the academic year):

Year of Funding for PD Activity

Tuition/Registration/Fees

Books, Materials, Resources,
etc.

Transportation (if applicable).
Please attach a travel request
form

Living Expenses (if applicable):

- Accommodations
- Meals
- Incidentals

Other (please specify below):

Please specify other costs here

Total Projected Cost

I have read the [Board Policy 3.5.1](#), [PD Committee Guidelines](#), and the [College Travel Policy 501.0](#). I fully understand the eligibility criteria, return to service provisions, and other items pertaining to my application.

Applicant's Signature

Date Signed

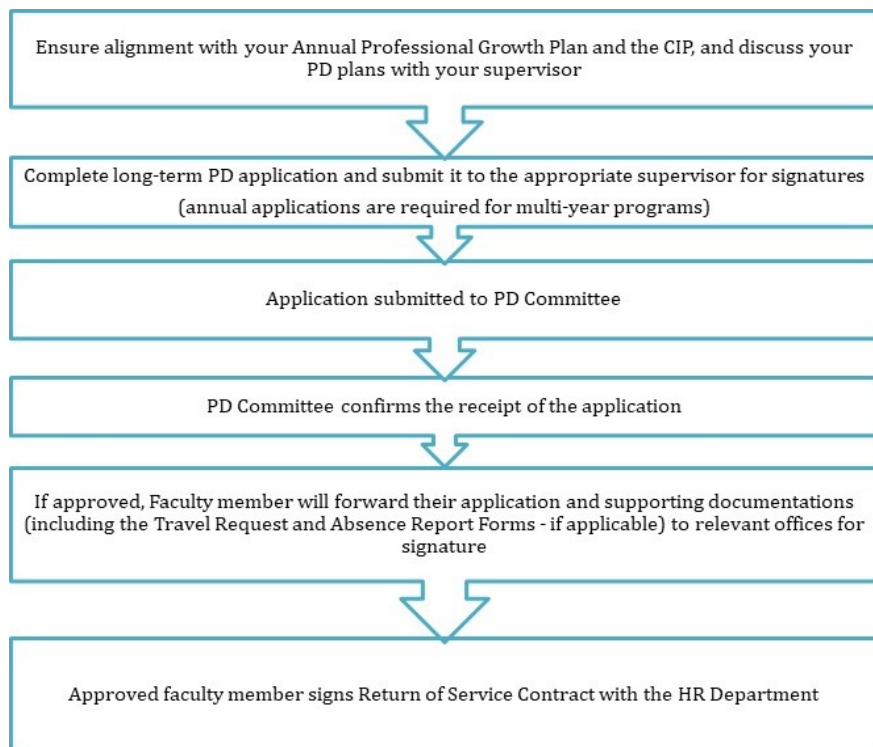
Chair's/supervisor's Signature

Date Signed

Dean/Director Signature

Date Signed

Long Term PD Approval Process



Evaluation Criteria for Long Term PD

Selection and Ranking of applications are based on an interview with the applicant, using the following criteria:		
	Max. points	Points Received
Relevance of the PD activity to applicant's expertise, experience, personal and professional goals	30	
Relevance of the PD activity to Keyano College current/future program offerings and alignment with CIP	30	
Rationale for the PD activity (quality, cost effectiveness, etc.)	15	
Personal commitment to the proposed PD activity/ ongoing application including work done already, progress to date, plans for post-leave completion of work, etc.	15	
Service to College and KCFA	5	
Previous funding for Long-Term and/or Specialized- Training	5	
Total	100	