



Professional Development Approval Form

In order to budget accurately for professional salaries, and in keeping with Article III, AGREEMENT, approval must be given in advance of the employee’s attendance at a workshop/seminar/class to be eligible for Salary Advancement.

This approval form must be completed and submitted to the appropriate Instructional Administrator and to the Vice-President of Instruction and Student Services in advance of the workshop/seminar/class.

Faculty Name: _____

Workshop/Seminar/Class Title: _____

Date(s) of Workshop/Seminar/Class: _____

Location of Workshop/Seminar/Class: _____

Approximate Number of Clock Hours for Workshop or Seminar: _____

Attach a description of how this workshop/seminar pertains to your teaching field and your plan for incorporating the material into your program and/or classes upon return.

Date submitted to administration for approval: _____
Admin Initials

Approved Denied
Instructional Administrator Date

Approved Denied
Vice President for Instruction & Student Services Date

Reason (if appropriate):

Complete Upon Return

Actual Number of Contact Hours: _____
(Attach a schedule indicating sessions attended and a copy of any certificates attained)

Number of Credit Hours Awarded: _____
(Clock Hours / 15 or Credit Hrs Awarded for Course)

Date Presentation given to appropriate faculty/staff -OR- report submitted to appropriate instructional administrator on implementation of training into the program of study

Employee Signature Date

Instructional Administrator Signature Date

Once signatures are acquired, faculty should keep this form with all attached copies on file until such time that they can apply for salary advancement, when they will be turned into HR with advancement request.