

1 **TENTATIVE AGREEMENT**

2 **June 29, 2023**

3
4 **REQUEST FOR FACULTY PROFESSIONAL DEVELOPMENT /GROWTH**

5
6 Eligible employee is limited to \$1,600 per year for Professional Development (conferences)* and \$800
7 for Professional Growth (educational expenses). **Please see ARTICLE XXX: Professional Growth /**
8 **Professional Development in the CMCFa and CMCCD Collective Bargaining Agreement.**
9

Last Name	First Name	Email
Number of Years/Semesters of Employment at CMC		Amount Requested

10
11 **Professional Development** – professional conference/workshop/seminar. **Requests for Professional Development funds must include a**
12 **supervisor-approved Travel Approval Claim Form.**

Name of conference/seminar/workshop	Dates
Describe how this event relates to the college’s mission, student learning outcomes, your dept. or position at the college:	

13
14 **Professional Growth** – Reimbursement for educational expenses. Must be from a recognized education vendor. To be eligible full-time faculty
15 must have worked at CMC for 2 years, part-time faculty for 4 semesters. Courses approved cannot be used for salary advancement.

Course(s):	
Educational Vendor	Amount Requested

16
17 Attached any relevant documents that would assist the approval process. **Submit this form and attached**
18 **documents to Human Resources, who will distribute this information to the Requests are reviewed by the**
19 **Professional Growth / Professional Development Committee for review and action.**
20

Requestor’s signature	Date
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21
22 This form is for the approval of Faculty Professional Development/Growth funds only. All **additional**
23 **appropriate forms** must still be completed and submitted to the Business Office for processing i.e. purchase
24 request, travel form, mileage form, etc. for Professional Development. For Professional Growth submit
25 transcripts and proof of expenses to the Human Resources Office.
26

27 ***If your conference is more than \$1600, discuss with your Dean to determine if there is an additional**
28 **funding source that can be utilized.**
29
30

FOR COMMITTEE ONLY		
<input type="checkbox"/> Accepted	Amount	Reason
<input type="checkbox"/> Rejected	\$	


Committee Members Signature	Date

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Signed and entered into this 29th day of June, 2023.

FOR THE DISTRICT

FOR THE CMCFA


Randy Erickson (Jun 30, 2023 15:49 PDT)



Jenn Baker










01-TA-New-Faculty Professional Development Growth Form-2023-06-29-final

Final Audit Report

2023-07-26

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