

Full-Time Faculty Professional Development Proposal

Instructions: Complete Part I and submit it to the appropriate Dean no later than April 15. Complete Part II within sixty days of finishing the activity or meeting the goal and before the end of the faculty calendar. Submit the final report to the Dean, Vice President of Instruction, and Human Resources. Attach supporting evidence as appropriate.

Part I. Proposal and Approval

Faculty Member		Department or Program	
Academic Year		Date Submitted	
PD Activity Title			
Anticipated Completion Date		Amount Requested	\$
Activity Category	☐ Pedagogy/student experience ☐ Discipline knowledge/research ☐ Credential/licensure ☐ Leadership knowledge/skills ☐ Assessment/program improvement ☐ Equity/inclusion ☐ Innovation/technology ☐ Workforce/community partnership ☐ Other: _____		
Activity and Effort (please attach supporting documents)	Briefly describe what you will do, resources involved, and why this is a meaningful professional development activity.		
Intended Professional Learning Outcomes	State two or three specific outcomes using observable verbs.		

Dean Review

Checklist	☐ Timely and complete ☐ Allowable activity ☐ Specific outcomes ☐ Application identified ☐ Evidence appropriate ☐ Alignment explained ☐ Dissemination within sixty days ☐ Budget compliant
Decision	☐ Recommend approval ☐ Return for revision ☐ Do not recommend
Comments / Conditions	
Dean	Name/signature: _____ Date: _____

Vice President of Instruction Approval

Decision	☐ Approved ☐ Approved with conditions ☐ Returned for revision ☐ Not approved
Comments / Conditions	
Vice President of Instruction	Name/signature: _____ Date: _____

Possible Products can include revised course materials, lesson/assignment, credential/documentation, implementation notes, assessment or student feedback, resource guide, presentation materials, reflection tied to practice.

Benefits and Alignment can include Professional growth, Student experience/success, academic excellence, equity-gap reduction, innovation, WVC values/strategic plan, program improvement, workforce/community responsiveness.