

DRAFT: 4-21-14 SB/MS

Professional Development Conference/Travel Reimbursement

Outcome: For Hartnell employees who want Professional Development Conference/Travel Reimbursement funds to attend conferences, it will be expected they give 2 presentations. At least one of which will be in a college-wide forum (i.e. participatory-governance level meeting, flex activity, or pre-approved group).

General Purpose: To provide Hartnell employees access to outside training to improve student learning and success. Awards will be made for up to \$1000 per academic year. Funds can be used to pay for conference fees, conference materials, travel, hotel and food.

Eligible Applicants: Hartnell employees.

How Awards are Chosen: Travel proposals will be submitted to and reviewed by the Professional Development Committee, based on the criteria specified below and on the application.

Selection Criteria:

- Requests must be linked to strategic priorities and goals of the college.
- Priority will be given for conferences that will provide information that will have a broad impact on the college.
- Priority will be given to areas where other funding is not available.
- Priority will be given to employees who have not received travel funding within the last 3 years.

Applications Procedures:

Applications will be received: January 15, April 15, July 15, September 15.

Applications must be reviewed and signed by the applicant's immediate supervisor.

Applications need to be submitted in a manner that other Hartnell travel procedures can be followed, including 45 days in advance for out-of-state travel.

Application Fields:

Conference and budget.

How attendance addresses strategic priorities and goals.

How attendance will improve student learning and success.

On return, what are your proposed presentation venues?

Other possible funding sources

Date of last funded travel