

**Faculty and Professional Staff  
PROFESSIONAL DEVELOPMENT FUNDS PROPOSAL**

<b>Applicant Name &amp; Employee ID:</b>	
<b>Supervisor's Name &amp; Division/Area:</b>	
<b>Date(s) of event or project &amp; location (City and State):</b>	
<b>Title of event or project:</b>	
<b>Total amount of proposal: \$</b>	
<b>Total amount of proposal less contributions (PD use only) \$</b>	

**Submission Process**

- Once you have digitally signed the proposal form, email the proposal packet to the Professional Development Office by the **last working Wednesday of the month**. Your proposal will be sent to your supervisor and routed through administrative channels to the Director/Dean, Vice President and President (if appropriate).
- Once the proposal has been signed by the Director/Dean and Vice President, it will be sent for review by the Professional Development Committee. All components and signatures must be included for committee review. After deliberations, the Committee may request additional information.
- The Chair of the Professional Development Committee will notify you of the Committee's action regarding your proposal.
- If approved, submit a completed travel form to the Professional Development Office once it is signed by your supervisor, and appropriate administrators for approval. You will be responsible for making your travel plans.
- If approved, submit a 50-word project-end results/lessons learned summary to the Committee within two weeks of returning from trip or completing project.
- Please review the PD Committee Guidelines for the Faculty-Professional Staff available at [www.mclennan.edu](http://www.mclennan.edu) on the Professional Development Committees page.

**Proposal Packet**

Deadline: Complete packet must be submitted to the chair of the Professional Development Funds committee by the **last working Wednesday of the month**.

<i>Packet Component</i>	<i>Included</i>	<i>Received (Cmte Use Only)</i>
Professional Development Proposal Form		
Your personal <i>Professional Development Plan</i> (faculty only)		
Supporting documents (conference descriptions/agendas, flight information, etc.)		

**Signatures Received (Cmte Use Only)**

<i>Signature</i>	<i>Sent</i>	<i>Received</i>
Applicant		
Supervisor		
Dean		

<i>Signature</i>	<i>Sent</i>	<i>Received</i>
Vice President		
President		

**PROFESSIONAL DEVELOPMENT FUNDS PROPOSAL  
PROPOSAL FORM**

**Committee Description**

The mission of the Professional Development committee is to support the employees of McLennan Community College in their efforts to enhance proficiency, increase effectiveness, and improve expertise through a variety of worthwhile activities. Funds are made available through the McLennan Community College Foundation from designated Professional Development Endowed Funds.

**Eligibility**

Any full-time faculty member, administrator or professional staff member is eligible to apply. Funds are available for a variety of activities such as, but not limited to:

- designing research projects.
- improving instructional or institutional practices.
- strengthening instructional programs and student services.
- applying advanced technologies.
- developing curriculum-based projects.
- increasing student learning and retention.
- initiating new instructional programs and services responsive to current trends
- strengthening administrative functions and services.

**Responsibility**

If your proposal is given full or partial funding, you are obligated to the following:

- If your proposal requires travel, submit a travel form and receive appropriate signatures for approval.
- Submit a 50-word project-end results/lessons learned summary to the Committee within two weeks of returning from trip or completing project, and if requested, present this information at an MCC Professional Development activity within 12 months of the project completion date.
- That you not request salary step-credit for this activity, nor request credit for your 12 annual PD hours, nor request the salary equivalent increments.
- If you were required to meet the criteria for professional training, your signature on this form also obligates you to fulfill those responsibilities.

**Proposed Expenses**

<i><b>Expense</b></i>	<i><b>Description</b></i>	<i><b>Estimated Total</b></i>
Mileage	_____ @ MCC's approved rate	\$
Public Transportation		\$
Meals	_____ days @ \$_____/day (from gsa.gov)	\$
Lodging	_____ nights @ \$ _____ /night	\$
Fees		\$
Airfare		\$
Other		\$
	<b>Total Amount of Proposal</b>	\$

**PROFESSIONAL DEVELOPMENT FUNDS PROPOSAL  
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Please provide a description and justification of the event/project would you like the MCC Foundation Professional Development funds to finance. Be sure to include:

- The list the sessions you plan to attend (for workshop or conference)
- What you hope to accomplish as a result of your attendance
- How the proposed activity will benefit your students, the department, and the institution

**PROFESSIONAL DEVELOPMENT FUNDS PROPOSAL  
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**FACULTY ONLY** – Provide a specific description of how this activity supports your personal Professional Development Plan.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**SIGNATURE PAGE**

**Instructions for Supervisor, Dean and/or appropriate Vice President or President**

The Director/Dean and/or appropriate Vice President or the President will determine whether an Agreement for Professional Training is necessary and will so designate on the college's travel form.

Please add your comments and signature. Comments should address the following issues:

- How much funding will your department or division provide for this project? If you will not provide any funds, please indicate this, as well.
- In what way will the proposed project be beneficial to this person and/or to your department or division, or to McLennan Community College?
- How important a priority is this project to your area?

**Supervisor's Comments: Dept./Div. Funding Contribution: \$ \_\_\_\_\_**

I acknowledge and approve all activities and travel outlined in the proposal.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Director/Dean's Comments: Director/Dean's Funding Contribution: \$ \_\_\_\_\_**

I acknowledge and approve all activities and travel outlined in the proposal.

Director/Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Vice President's Comments: VP Finding Contribution: \$ \_\_\_\_\_**

I acknowledge and approve all activities and travel outlined in the proposal.

Vice President's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**President's Comments: President's Funding \$ \_\_\_\_\_**

I acknowledge and approve all activities and travel outlined in the proposal.

President's Signature \_\_\_\_\_ Date \_\_\_\_\_