

**YORK COUNTY COMMUNITY COLLEGE
Academic Affairs Professional Development Proposal**

Name: _____ Date Submitted: _____

Department/Program: _____

Please complete the following with as much detail as necessary to describe your proposal. Attach additional information if appropriate. After obtaining Department Chair's signed and dated approval, please forward this cover sheet and related data to the VP/Academic Dean.

Activity: (attach agenda or program)	
Dates and Duration: (# of days/# of nights)	
Location:	
How does this activity enrich your professional development?	
How does this activity benefit YCCC and YCCC students?	
Funds Requested:	

Faculty Signature

Date

Department Chair

Date

Funding Source: _____

Approval: _____
Vice President/Academic Dean

Date

Professional Development Proposal Guidelines:

Projects are expected to: 1. Support the goals of the applicant's department or program. 2. Be identified as a professional development priority for the applicant in their Department's Annual Plan. 3. Be within the budget resources available. 4. Support the mission of the College.

Other Considerations: 1. Any professional activities or teaching assignments that may be missed and how they will be made up. 2. Follow-up activity that will occur as a result of the applicant's participation. 3. The uniqueness of the event that makes it more valuable than other similar activities.

Revised 5-14-2010