

# FACULTY DEVELOPMENT FUND APPLICATION 2021-2022

Please select the quarter you are applying for:

Name:

Division:

Full-Time      Adjunct

JCC Email Address:

Campus on which you teach:

Please answer the following questions. Provide a thorough, clear, and concise description of the activity.

If the committee is unsure of the nature of this opportunity, you will be asked to provide additional information. Both the decision on your application and possible disbursement of funds could be delayed.

**1. Nature of Activity-** Briefly describe here the nature of the professional development activity (*including dates and location*):

Attach program announcements, descriptions, and fee schedules electronically, if available.

**2. Have you been funded for a similar experience in the past?**      Yes      No  
If yes, what activity and when?

**3. How will this activity contribute to your professional development?**

**4. Specifically, how will this activity benefit the college? (See guidelines.)**

**5. Financial** (*Note: all faculty are required to contribute 20% of the total cost of the activity. This 20% can be personal or from other college funds. However, requests from all types of college funding combined must not exceed the total cost of the activity.*)

- How much will the activity cost? (Attach breakdown of total cost for this activity.)
- Have you requested funds from other sources? If yes, how much?
- How much are you requesting from the faculty development fund?

**6. ADJUNCT FACULTY ONLY – Please answer the following:**

- How many contact hours are you teaching in the **current** semester?
- How many contact hours did you teach in the **last** semester? (If applying in the fall, use whichever is greater: summer or previous spring.)

- **Total Contact Hours:**

For adjunct faculty only, note that the following rubric applies:

**Total Contact Hours\*\*    Total Max Eligible Amount**

≥ 20	\$840
14-19.99	\$660
7-13.99	\$480
< 7	\$360

\*\* See FDF Guidelines for further explanation.

**Faculty:**    When application is complete, type in your name and the date below and forward application and supporting information via email to your dean.

**Dean:**    Please type in your name and the date below, fill in the box below with your recommendations and comments, and forward via email to Renee Henry in the Office of Academic Affairs, COCE. Please be sure that information for question #1 has been provided before forwarding to committee.

**For adjunct faculty**, please verify the number of current and previous contact hours listed above: Contact hours have been verified.

Comments/Recommendations:

**Faculty:**

**Date:**

**Dean:**

**Date:**

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**For Committee Use Only:**

**Committee action:**            Approved    On hold    Denied