



M E M O

TO: Adjunct Faculty

FROM: Maureen McGlynn
Curriculum and Instruction

RE: Professional Development Funds

Through the collective bargaining agreement with the Chemeketa Part-Time Education Association and the college, professional development funds have been set aside for interested adjunct faculty. For the 2007 – 2008 academic year these dedicated training funds equal \$5,027 and will be disbursed through the Opportunity Center. An additional \$500 in non-dedicated funds will also be available for *any* adjunct faculty member for a total of \$5,527 in available funding for professional development activities.

In order to alert adjunct faculty to training opportunities and to encourage applications, the criteria are listed below. Please note that applications are available in the Opportunity Center (9/104) and on the Opportunity Center website at <http://programs.chemeketa.edu/oppcenter>.

Adjunct Faculty Professional Development Funds

Initial awards are limited to \$500 per year per faculty member. The Opportunity Center provides these funds to support professional development and application of the college's Teaching and Learning Values.

Requests may be submitted throughout the year. To receive the dedicated training funds, adjunct faculty must be a member of the Chemeketa Part-Time Education Association (CPEA) Collective Bargaining Unit at the time of application. However, *any* adjunct faculty may apply for the non-dedicated funds (\$500).

Proposals conform to one or more of the following purposes:

- Proposal addresses promising instructional practices and/or incorporates one or more of Chemeketa's Teaching and Learning Values, or supports professional development in the field of teaching at the college.
- Proposal clearly identifies project benefits; e.g., impact on content area information, teaching or student achievement; contribution to a specific department, division, or the college; or use or replication in other classrooms.
- Strategies are identified for incorporating the information into class(es) currently being taught.
- Expenses are requested in order to make a presentation at a professional gathering (in the field of teaching at the college).
- Expenses are requested in order to participate as an officer in a professional organization (in the field of teaching at the college).

- Expenses are requested to participate as a program delegate for educational collaboration/partnership activities with high schools, colleges, and business and industry.
- Expenses that focus on aspects of professional development that are not directly related to, but show application to, classroom effectiveness (e.g., time management, self-esteem workshops).

Preference will be given to proposals that clearly identify relevance to the applicant's professional development and that indicate a willingness to share the training or conference information with other faculty.

Approved proposals will be funded according to the project budget submitted. Any expenses incurred above the estimated budget will be the responsibility of the adjunct faculty member.

During spring term, adjunct faculty who have received dedicated professional development funding during the current academic year may submit a request for additional funding in excess of \$500 for documented expenses if there are unspent funds.

Additional information on pre- and post-award procedures is available in the Opportunity Center, Salem Campus, (9/104) or at http://programs.chemeketa.edu/oppcenter/Adjunctapp_005.doc.

c: Associate Dean, Dean, Coordinator



Opportunity Center for Teaching and Learning

Application for Adjunct Faculty Professional Development Funds

Office Use
Received _____
Initials _____

Faculty Name: _____ SS# _____ - _____ - _____

Phone: () - ext. _____ Address: _____

Email: _____

Event Date(s): _____ Event Location: _____

Are you a CPEA member? Yes No

Title and Description of Professional Development Activity: _____

\$ _____ Opportunity Center funds requested
\$ _____ Department funds you are receiving
\$ _____ Additional Funding (e.g. self or organization) Source(s): _____
\$ _____ Total Cost (Following the professional development activity, please provide receipts and conference documentation.)

Please attach the following:

- 1. Purpose(s) for attendance
- 2. Evidence of meeting purpose of funds (as outlined in the attached Adjunct Professional Development Funds Memo). *Please note: Preference is given to proposals that state a willingness to share the project or training with other faculty and/or to participate in Share the Wealth during fall term.*
- 3. **Itemized travel expense budget** (The amount you show determines what will be awarded up to \$500 an academic year.)

Applicant Signature: _____ Date: _____

Required Signatures

Associate Dean/Director/Coordinator Date

Account number for department reimbursement (if applicable) #

Submit completed form to the Opportunity Center in 9/104.