

FRIENDS OF PETALUMA CAMPUS TRUST – PETALUMA CAMPUS ENDOWMENT FACULTY PROFESSIONAL DEVELOPMENT (FPD)

GUIDELINES AND REVIEW PROCEDURE

Purpose

The purpose of this program is to provide funding for Petaluma faculty to attend workshops, conferences, and professional development events that will have a direct and immediate benefit to students.

Eligibility

All full-time instructional and allied faculty in residence on the Petaluma Campus of SRJC and all adjunct faculty who have been assigned at least a 40% load in Petaluma during the academic year prior to the year during which the funds will be used may apply.

Level of Funding

There will be four awards of \$250 available each year. If there are fewer than four eligible applicants, the total amount will be split evenly among the recipients.

Application

Announcements and requests for applications will be made by the Petaluma Faculty Forum (PFF) Steering Committee in early February. Completed applications must be received by a deadline determined by the steering committee in March for funds that will be used the following fiscal year. In the event that funds become available out of cycle, the PFF Steering Committee will determine an accelerated application timeline and announce the schedule to the Petaluma Faculty Forum.

Each applicant is asked to provide the following information, not to exceed one page:

- A brief description of the activity, conference, or workshop to be attended.
- A brief explanation of how the activity will benefit students on the Petaluma Campus.
- An itemized budget, including registration fees and travel.

Review Process

Proposals will be reviewed by the PFF Steering Committee. Any member of the steering committee who applies for funding must recuse himself or herself from the review process. In this case the PFF chair or his/ her or designee will seek volunteers as necessary to serve as replacement reviewers so that there are 4-6 reviewers total.

Recommendations for awards will be announced to PFF and forwarded to the Vice President, Petaluma Campus. The Vice President will announce the awards to the Friends of Petaluma Campus Trust during a regularly scheduled meeting. While there is no limit to the number of times a faculty member may apply or to the number of awards a faculty member may receive, preference will be given to those individuals who have not received recent support through this program.

The Committee will determine which proposals meet the following criteria:

1. The application includes a clear general description of the proposed activity, with adequate explanation of the use of funds to cover all or part of the expenses of the activity.
2. The application includes a compelling explanation of how the activity will benefit students on the Petaluma Campus.

Among proposals meeting the above criteria, the applications will be prioritized by the amount of time that has passed since the applicant received funding through this program. If multiple proposals are equally ranked according to the above procedure, the recommendations will be decided by lottery.

Reimbursement Process

Travel expenses will be paid on a reimbursement basis up to the amount of the award. Prior to the activity, award recipients must submit to Petaluma Business Services a Travel Request Form along with information about the activity in the form of a brochure, registration form, or similar document. Purchasing will assign the activity a trip number and send a Travel Expense Claim form to the award recipient. The award recipient should then submit the Travel Expense Claim form to Petaluma Business Services with original receipts attached. A check will be sent to the award recipient within a few weeks.

Final Report

Each recipient must submit a brief written summary of the activity and is strongly encouraged to present a brief final report of the activity to the Friends of Petaluma Campus Trust during the academic year following the award.