HOW TO APPLY FOR FUNDING TO BRING PROFESSIONAL DEVELOPMENT RESOURCES TO CAMPUS

Professional Development funds are available to be used for the following purposes:

- Improving teaching and learning
- Maintaining currency in academic, professional, and technical knowledge and skills
- Retraining to meet changing institutional needs, improve services
- Development of innovations in instructional and administrative techniques and program effectiveness
- Computer and technological proficiency programs
- Courses and training that support diversity initiatives
- Programs designed to develop self-esteem, improve morale, and build community
- Exposing college personnel to new ideas and perspectives

The Application Process

- Applications for funding to bring resources to campus may be obtained on the Professional Development Website at [http://www.hartnell.edu](http://www.hartnell.edu) or in the Human Resources and Equal Employment Opportunity Office. Completed applications must be submitted to the Human Resources Office.
- Fill in the form completely and be concise and thorough in describing the activity, objectives, evaluation, etc. This information is intended to provide a full understanding of the activity and to assure consistent application of criteria in approving and funding individual projects.
- The Professional Development Committee will review each proposal during regularly scheduled meetings to determine proposal merit and to determine the appropriate funding source.
- If your activity is funded, a written evaluation report must be submitted to the Professional Development Committee within 30 days of activity completion. Sample reports and participant surveys are provided on the Professional Development Program website.

Related documents:

Written Evaluation of Funded Presentation/Speaker/Workshop
Survey – Professional Development Presentations