

College of the Redwoods
Request/ Application for Faculty Development Funds
Academic Year 2025-2026

General Information:

Applicants Name: 	Division/ Department:
Campus Location: 	
TLU Load this Semester: 	Approval Signature: (Dean, Director, or Supervisor) <small>This signifies approval and support of attendance by your supervising manager.</small> Signature: _____ Date: _____
Contract Status for this Academic Year: <input type="checkbox"/> Both Fall and Spring Semesters <input type="checkbox"/> Fall Semester Only <input type="checkbox"/> Spring Semester Only	
Employment Status: <small>(Eligible candidates must have a faculty or associate faculty contract within the academic year applying for FDC funding.)</small> <input type="checkbox"/> Full-Time Faculty (Tenured/ Tenure Track) <input type="checkbox"/> Full-Time Faculty (Temporary Appointment) <input type="checkbox"/> Associate Faculty (employed for 5+ years) <input type="checkbox"/> Associate Faculty (employed for 1-4 years) <input type="checkbox"/> Associate Faculty (employed less than 1 year)	Employment Status at Time of the Requested Activity: <input type="checkbox"/> NOT on sabbatical <input type="checkbox"/> NOT on extended medical leave <input type="checkbox"/> NOT on leave without pay or benefits <input type="checkbox"/> NOT former Faculty or Associate Faculty, working in a different role for the District with no current faculty contract.
Activity Title: 	Activity Topic: <input type="checkbox"/> Teaching Methodology / Pedagogy <input type="checkbox"/> Classroom Instruction/ Student Success <input type="checkbox"/> Diversity/ Equity/ Inclusion/ Antiracism <input type="checkbox"/> Discipline Specific <input type="checkbox"/> Shared Governance
Activity Date(s): 	
Online Activity or Activity Location: 	
Activity Presenter or Organizer: <small>(Eligible candidates must be participants in the activity.)</small> <input type="checkbox"/> Yes <input type="checkbox"/> No	Attending Activity as a Discipline/ Department/ or Interdisciplinary Group: <input type="checkbox"/> Yes <input type="checkbox"/> No
Activity Information will be Shared with Colleagues: <input type="checkbox"/> Yes <input type="checkbox"/> No	Proposal Request is an FDC Pre-Approved Blanket: <input type="checkbox"/> Yes <input type="checkbox"/> No
Activity Required for Accreditation/Certification: <input type="checkbox"/> Yes <input type="checkbox"/> No	Activity Enhances Recruitment efforts: <input type="checkbox"/> Yes <input type="checkbox"/> No
Activity Pre-paid by Calcard or Faculty Reimbursement has already Occurred from Different Source: <input type="checkbox"/> Yes, if "Yes" please provide GL Code Title: <input type="checkbox"/> No	Total Amount of Funding Requested for Activity: <small>(Please round to the nearest dollar)</small>

Application Verification:

I have completed this application/proposal in good faith and understand that eligibility is dependent on available funding. I acknowledge that an incomplete or late application/proposal will not be considered for funding. Furthermore, I understand that this is a competitive process and funding for my proposal is contingent on submitting a completed application/proposal and abiding by all travel policies in [AP7400](#) with all required proposal documents, including ["Travel Request Authorization"](#), ["Auto Use Form"](#), as well as conference documentation prior to the announced deadline. For assistance with appropriate "Cost Center Manager" and "Senior Staff" routing signatures in "Adobe Sign, please sent the complete application/proposal to academic-senate@redwoods.edu prior to due date.

I acknowledge it is my responsibility to reserve my own accommodations for the activity requested on the application and to submit a ["Travel Expense Form"](#) or ["Revolving Cash Request Form"](#) (if no travel occurred) with all receipts within **two weeks** of the activity to Academic-Senate@Redwoods.edu.

Signature: _____ Date: _____

Please send one email including your proposals with Business Office Forms to Academic-Senate@Redwoods.edu

FDC Use Only:	Approved for: \$ _____	Approved by: (Faculty Development Committee Chair)	Date:
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College of the Redwoods
Online Activity with NO Travel

Directions for Application/ Proposal Narrative and Documentation

1. Include in your narrative:

- What is the activity and who is hosting/ sponsoring the activity.
- When is the activity.

**Note: To qualify for funding in the current academic year, the activity must be completed prior to July 1st.*

2. Include in the narrative how the proposed activity clearly meets the Faculty Development Criteria:

- Align the narrative to the "Activity Topic" marked on the FDC application. Provide further details.
- Limit the narrative to no more than one page and include how activity meets bullet points below.

The faculty Development Committee is charged by the Academic Senate of the College of the Redwoods to fund travel and professional development activities that will:

- Promote the Education Master Plan initiatives, found at [CR Education Master Plan 2022-2032 Hyperlink](#)
- Encourage and support our faculty to become better teachers by allowing them to participate in programs that are designed to increase their knowledge base in teaching methodology and/or classroom instruction or expand disciplinary knowledge designed to enhance their abilities as an Educator at College of the Redwoods.
- Create opportunities for faculty to drive innovation and program development.
- Develop and support new methods of delivering educational services to better serve our student body.

**Note: This is a competitive process; the more clearly you have linked your activity to multiple Faculty Development Objectives the more likely you will receive funding.*

3. Include an itemized budget:

- Estimate of expenses associated with the activity. Additionally, include any personal receipts for payment with your application, these can be scanned and attached.
- Indicate if you made the purchases with a Calcard or an administrator's Calcards include the GL title for such purchases. Please note that purchases on Calcard paid through grants and foundation funding cannot be reimbursed by District allocated Academic Senate funds. For more information please reference "[College of the Redwoods Administrative Procedures](#)" and "[College of the Redwoods Board Policies](#)".

4. Include necessary documentation of the activity:

- Include a copy of the activity/conference schedule, program, itinerary, etc. Please limit scanned materials to no more than four pages. If you are presenting at the event please include documentation.

5. For assistance using "Adobe Sign" for necessary signatures:

For applicants using Adobe Sign, the application will be routed for signature to the appropriate administrators by the Academic Senate Administrative Office Assistant. This is a courtesy and cannot be done on the due date. To prepare the application for signatures the application must be filled out with appropriate documentation including:

- Narrative (approximately 1 page)
- Itemized budget
- Documentation of the activity

All necessary forms need to be sent to academic-senate@redwoods.edu. Signature confirmation will be sent to you via Adobe sign by academic-senate@redwoods.edu, this should occur prior or on the due date to be considered a timely submission.

6. Upon completion of your approved activity submit the following to academic-senate@redwoods.edu :

- All original receipts
- "[Revolving Cash Request Form](#)"

College of the Redwoods

Activity with Travel

Directions for Application/ Proposal Narrative and Documentation

1. Include in your narrative:

- What is the activity and who is hosting/ sponsoring the activity.
- When is the activity.

**Note: To qualify for funding in the current academic year, the activity must be completed prior to July 1st.*

2. Include in the narrative how the proposed activity clearly meets the Faculty Development Criteria:

- Align the narrative to the "Activity Topic "marked on the FDC application. Provide further details.
- Limit the narrative to no more than one page and include how activity meets bulleted points below.

The faculty Development Committee is charged by the Academic Senate of the College of the Redwoods to fund travel and professional development activities that will:

- Promote the Education Master Plan initiatives, found at [CR Education Master Plan 2022-2032 Hyperlink](#)
- Encourage and support our faculty to become better teachers by allowing them to participate in programs that are designed to increase their knowledge base in teaching methodology and/or classroom instruction or expand disciplinary knowledge designed to enhance their abilities as an Educator at College of the Redwoods.
- Create opportunities for faculty to drive innovation and program development.
- Develop and support new methods of delivering educational services to better serve our student body.

**Note: This is a competitive process; the more clearly you have linked your activity to multiple Faculty Development Objectives the more likely you will receive funding.*

3. Include and attach an itemized budget:

- Estimate of expenses associated with the activity. Additionally, include any personal receipts for payment with your application, these can be scanned and attached.
- Correspond the itemized budget to your ["Travel Request Authorization Form"](#)
- Indicate if you made the purchases with a Calcard or an administrator's Calcards include the GL title for such purchases. Please note that purchases on Calcard paid through grants and foundation funding cannot be reimbursed by District allocated Academic Senate funds. For more information please reference ["College of the Redwoods Administrative Procedures"](#) and ["College of the Redwoods Board Policies"](#).

4. Include necessary documentation of the activity:

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5. For assistance using "Adobe Sign" for necessary signatures: For applicants using Adobe Sign, the application and business office forms will be routed for signature to the appropriate administrators by the Academic Senate Administrative Office Assistant. This is a courtesy and cannot be done on the due date. To prepare the application for signatures the application must be filled out with appropriate documentation including:

- Narrative (approximately 1 page)
- Itemized budget
- Documentation of the activity
- ["Travel Request Authorization Form"](#)
- ["Auto Use Permission Form"](#) using the ["IRS issues standard mileage rates"](#)
- ["District Vehicle Approval Packet and Directions"](#)
- ["Hotel Occupancy Tax Waiver Form"](#) (only applicable for California Travel, may not apply)

All necessary forms need to be sent to academic-senate@redwoods.edu. Signature confirmation will be sent to you via Adobe sign by academic-senate@redwoods.edu, this should occur prior or on the due date to be considered a timely submission.

6. Upon completion of your approved activity submit the following to academic-senate@redwoods.edu :

- All original receipts
- ["Travel Expense Request"](#)

College of the Redwoods

Faculty Development Criteria

The following approved by the Academic Senate

(Modifications/ Revisions Occurred: Spring 2004, Fall 2006, Fall 2009, Spring 2014, Spring 2017, Fall 2019, Fall 2021, and Fall 2022)

Committee Charge/ Funding:

Each year funding is contingent on funds provided by the Academic Senate. The Academic Senate allocates funds each September to the Faculty Development Committee. Funding proposals is determined by the Faculty Development Committee and is subject to the proposal meeting specific criteria listed below. Awards are given until funds are depleted. Faculty Development funding is a competitive process. Typically, the Faculty Development Committee calls for proposals three times a year, once in fall and twice in spring.

Qualifying/ Priority Proposals:

1. Full-time faculty may be limited to a maximum amount of \$2,500 per request. Proposals may be partially funded if multiple qualifying proposals are received.
2. Associate faculty may be limited to a maximum amount of \$1,250 per request unless they are presenting at a conference or have been invited to attend a conference or workshop as part of a group including full-time faculty. In such circumstances associate faculty would be limited to \$2,500.
3. Faculty development funds are primarily used to enhance instruction and promote the advancement of Program Level Outcomes (PLO's), or Student Learning Outcomes (SLO's). Proposals supporting student success activities will be given higher priority.
4. Faculty members who are attending conferences, workshops or activities directly addressing teaching methodology, pedagogy, classroom instruction or expanding disciplinary knowledge designed to enhance their abilities as an educator at College of the Redwoods will be given a higher priority.
5. Faculty members who will be presenting at a conference or who agree to share information from any funded activity with their colleagues in a significant manner will be given higher priority.

Lower Priority Proposals:

6. Faculty members who have received funding within the three-year cycle may be given a lower priority.
7. Associate faculty members who have served in their associate faculty role for less than one year or teaching load less than 15 TLUs per year or faculty members serving under a one-year temporary appointment may be given lower priority.
8. Activities supporting shared governance or lobbying may be given lower priority.

Ineligible Proposals:

9. Proposals requesting funding for professional memberships will not be funded, unless associated with a conference or workshop participation requirement.
10. Proposals requesting funding for the acquisition of professional certifications resulting in licensure advancement, continuing education units for license maintenance, and/or earning class units that would advance current or potential future pay scale positioning and/or advancing skill sets unrelated to work performed at College of the Redwoods in a non-academic setting are ineligible.
11. Proposals requesting funding to meet minimum qualifications and/or qualifying an individual for employment or continued employment are ineligible.
12. Proposals requesting funding for accreditation requirements such as certifications, licenses, and memberships are ineligible. Additionally, proposals requesting funding for the certification of programs is ineligible.
13. Proposals requesting funding for personal retreats, personal ventures, personal profit, humanitarian missions, or personal/family vacations cannot be funded.
14. Proposals from faculty members on extended leave from the college (sabbatical, leave without pay or benefits, extended medical leave) will not be considered for faculty development funding for activities that will occur while they are on leave.
15. Proposals submitted outside the application period or after deadline, incomplete proposals, vague proposals, or proposals omitting justification for activities in the required narrative cannot be funded.
16. Proposals requesting reimbursement for grant or foundation accounts will not be funded.

Committee Rules:

14. Faculty Development Committee members who apply for funding are required to recuse themselves from discussion and voting on their own applications, applications of relatives, spouses, partners, or other persons for whom conflict of interest is likely to be perceived.