

San Diego Community College District
3375 Camino del Rio South
San Diego, CA 92108-3883

REPORT OF COMPLETION OF PROFESSIONAL DEVELOPMENT PROPOSAL**

Date: _____ **Mailbox location (Mesa only)** _____

Name: _____ **I.D. #:** _____

Phone Number: _____ **E-mail:** _____

College/Center Assignment: _____ **Adjunct:** **Full-time Faculty:**

Faculty Service Areas: 1. _____ 2. _____ 3. _____

Proposed FSA's: 1. _____ 2. _____ 3. _____

I have completed all or part of the work as described in my *Professional Development Proposal*:

Proposal dated _____ as revised on _____ .

The Original Proposal was designed to provide for a total of _____ semester units and to move me from class _____ to class _____ on the salary schedule.

This completion is for _____ semester units.

If you have questions about filling out Professional Development paperwork, please read the Frequently asked Questions .

Attached in 8½ x 11 format are:

- Official transcripts of approved courses verifying semester units or a new degree.**
Please attach a list of the specific course titles and numbers of the courses you are requesting units for. The titles and numbers should be identical to those on your official transcripts. Please translate quarter units into semester units--quarter units x .67 = semester units.

- A one-page report for approval of scholarly/creative works.**
Please attach a one-page typed description of the project, including goals, methodology (steps involved in completing the project), materials, an approximation of the time spent on the project (hours), and the completed work. This should include a rationale for the number of units being requested. Please review contract suggestions for the number of units that can be received for Individual projects: _____ .

**Please note that any Professional Development paperwork turned in without the correct supplemental materials --noted under each category on this form --will be returned to faculty members without any action taken by the PDC.

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A log of hours for approval of seminars/workshops or conferences.

An official schedule of the conference/seminar is required to be attached to this proposal as is a Professional Development Log of Hours Worksheet Form, which can be found [here](#). This form uses Excel, which will automatically translate the hours you enter into units using the formulas 30 hours of attendance = 1 semester unit, 15 hours of presentation = 1 semester unit. If the conference/workshop lasts over a series of days, please subtotal the log of hours for each day, then add a log of hours for the entire conference.

Employer's verification (original signature) of work experience or internship. (See Work Experience form.)

Signature of Applicant

Date

I confirm that all hours listed on this form for completion of semester units for coursework, creative and scholarly work, and conferences will be spent outside my scheduled work hours, including slash time, at SDCCD; and,

I hereby submit this Professional Development Proposal for recommendation of approval to the College President and then to the appropriate person at the District Office.

Signature of Applicant

Date

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PART 3 APPROVAL:

Recommendations and Signatures:

Name of Applicant: _____

Campus Site: _____

Department Chair:

Signature: _____ Date _____

_____ Recommend _____ Conditional Recommendation* _____ Not Recommended*

Dean/Manager:

Signature: _____ Date: _____

_____ Recommend _____ Conditional Recommendation* _____ Not Recommended*

College Professional Development Chair:

Signature: _____ Date: _____

_____ Recommend _____ Conditional Recommendation* _____ Not Recommended*

Vice President:

Signature: _____ Date: _____

_____ Recommend _____ Conditional Recommendation* _____ Not Recommended*

President:

Signature: _____ Date: _____

_____ Recommend _____ Conditional Recommendation* _____ Not Recommended*

***Must include written statement to specify/document conditions or reasons for a conditional recommendation or not recommended.**

FOR HUMAN RESOURCES USE ONLY

Effective Date _____ New Class _____ Step _____ New Salary _____

Old Class _____ Step _____ Old Salary _____

Initials _____