

Faculty Travel Request Application

The Faculty Development Committee collaborates with the offices of the President and Vice President of Academic Affairs to provide opportunities for faculty travel.

Faculty who wish to travel for professional development should complete the **Travel Request Application** and return to Faculty Development Coordinator, Tonya Huff at tonya.huff@rcc.edu

Applications should be submitted at least 30 days prior to the event.

The Faculty Development Committee reviews these applications at their monthly meetings on the first Tuesday of every month.

Riverside City College

Faculty Development Travel Request Application

Submission Process

1. Compile all information/documentation pertaining to your travel/event.
2. Complete the Faculty Development Travel Request Application and submit to Faculty Development Coordinator, Tonya Huff, tonya.huff@rcc.edu for approval. (Notification of approval/denial will be sent by the Faculty Development Coordinator)
3. Once approved by the Faculty Development Committee, work with your IDS to complete the RCCD District Travel Request Form.
4. Your IDS will send the completed packet to Melinda Miles in the Office of Academic Affairs.

Deadlines

Please submit the completed Faculty Development Travel Request Application the Faculty Development Coordinator: Tonya Huff (tonya.huff@rcc.edu) at least 30 days prior to the event. Applications **MUST** be sent in by the first of the month to ensure it is reviewed at the Faculty Development Committee meetings on the first Tuesday of every month. Late or retroactive applications will NOT be considered for approval.

***Note: For out-of-state travel requests, it is strongly suggested that you begin the process at least three months in advance to obtain Board of Trustees approval.**

Award Criteria & Limitations

- Faculty may be awarded up to \$700.00 per faculty member for attending an event or up to \$950.00 per faculty member if he/she is presenting a workshop/presentation or participating on a panel.
- Only one award will be granted per individual within a fiscal year (July 1-June 30).

Riverside City College

Faculty Development Travel Request Application

Faculty

Name/Title: _____

**Name of
Event/Activity:** _____

**Date(s) of
Event/Activity:** _____

Please check one: Attendee _____ Presenter/Panelist _____ **Nine**

Criteria of Professional Growth

Please underline/circle that apply to the event/activity

1. Improvement of teaching
2. Maintenance of current academic & technical knowledge or skills
3. In-service training for vocational education and employment preparation programs
4. Re-training to meet changing institutional needs
5. Inter-segmental exchange programs (shared activities among UC, CSU, K-12 and other CCC)
6. Development of innovations
7. Computer and technological proficiency programs
8. Courses and training implementing affirmative action and upward mobility programs
9. Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges including, but not necessarily limited to, programs designed to develop self-esteem.

Professional Growth Description

In approximately one-to-two paragraphs, please provide a description of how this activity/event will:

- Enhance your effectiveness as an instructor
- Update your instructional methods

- Be disseminated to the campus for other faculty (i.e. Flex Workshop)