

DAWSON

COLLEGE

Faculty Professional Development Application

Name: (please print) _____ Telephone # _____

Department: _____ Status: *PERMANENT/NON-PERMANENT*

Group 1: PROFESSIONAL DEVELOPMENT ACTIVITY (please circle)

- | | |
|------------------------------------|------------------------------------|
| 1. Credit & Non-Credit course(s) | Group requests by the faculty for: |
| 2. Workshop | |
| 3. Seminar | |
| 4. Conference, Colloquium | |
| 5. Trade Show(s), Exhibit(s) | |
| 6. Video Course(s) | |
| 7. Videos of Conference Session(s) | |
| 8. Other (please specify): _____ | |
- *Take Dawson courses whenever possible

Group 2: SELF-DIRECTED PROFESSIONAL DEVELOPMENT ACTIVITY

For example: field studies, courses involving travel, research, for which no funds are available from other sources. (Please include details of such activity with application.)

Application will not be considered If the following information is not provided.

Name of the activity: _____
 Location: _____
 Date activity begins: _____ Date activity ends: _____
 Relevance of activity to your teaching: _____

Is a leave required?: Yes / No (If yes, please include approval of the college with application.)

Breakdown of Expenses for Activity

Tuition	\$ _____
Registration	\$ _____
Accommodation	\$ _____
Transportation (Not paid for Montreal area activities)	\$ _____
Meals (Not paid for Montreal activities)	\$ _____
TOTAL	\$ _____

FUNDS FROM OTHER SOURCES: \$ _____ AMOUNT REQUESTED: \$ _____

I understand that the payment will be made on the completion of activity, submission of original receipts, and a brief report to P.D.F.C. (as required by Law 90) and the department. Receipts and report must be submitted within 60 days of completion of the activity.

Signature of Applicant: _____ .Date: _____

The department approves this activity and will circulate the report on It among the interested faculty.

Signature of Chair: _____ Date: _____ Applicant's Workload: _____
 _____ Please do not write below this line _____

Application # _____ Date received: _____ Funds Given Last Year \$ _____
 Amount Approved by P.D.F.C. : _____ Date: _____ Request Refused _____

White/P.D.F.C.

Yellow/Finance

Pink/Applicant

\$

To be paid on

(Please turn over)

THE IN-HOUSE FUND

(allocations to individuals or to departments)

This fund is 25% of the total money available (including the annual allocation and accumulated surplus) and is used to address the needs for pedagogical training, technology updating, and language training. Eligible expenses include:

- tuition paid to recognized educational institutions for courses related to a teacher's discipline or pedagogy;
- language training (normally available at Dawson);
- all Performa courses (apply before the course starts; send transcript when you receive it);
- attendance at conferences given by ARC and AQPC;
- departmental representation at conferences organized by provincial program committees;
- department workshops or training sessions with the committee's **prior** approval.

Particular rules:

- **Apply in advance of the activity.**
- Funding for department workshops must be requested in advance in order that the committee can evaluate if the activity could be offered to other teachers and possibly enable the college to secure a better rate.
- Courses related to skill-updating, computers, language, etc. **must be taken at Dawson. Tuition fees for teachers taking either credit or non-credit courses at Dawson are free, providing the course is successfully completed.** Therefore, there must be a valid reason for taking a course elsewhere (i.e. it is connected with a degree program, it is at a level not offered at Dawson, etc.). Courses equivalent to those offered at Dawson that teachers take elsewhere (except for an eligible reason) will be reimbursed at the Dawson rate.

THE GENERAL FUND

(allocations to individuals)

Activities are divided into three categories: Group 1 (conferences, seminars, tuition not covered by the in-house fund), Group 2 (self-directed activities such as fieldwork, research, exhibits, etc.) and Group 3 (Dawson P.A.R.C. activities which will be funded for 50% of the cost).

Particular rules:

- **Apply in advance of the activity.**
- Maximum daily allowance for meals: \$42.00. General guideline: breakfast - \$7.00, lunch - \$15.00, and dinner - \$20.00. Original receipts must *be* submitted.
- Please arrange to travel via the cheapest reasonable mode of transport. Book early for better fares.
- While completing your university thesis, submit tuition bills in the year they are incurred. Please indicate your status in the program and projected completion date.
- Expenses connected with an exhibit will be reimbursed (i.e. framing, publicity) - but not costs related to the production of the artwork.
- Expenses connected with a research project will be reimbursed (i.e. accommodation, travel) - but not costs related to the publication and/or printing.

Expenses not eligible for reimbursement:

- professional association and membership fees;
- supplies, books and materials for courses;
- conference proceedings; interest payments on tuition, etc.;
- Performa re-admission fees;
- typing and other thesis expenses;
- parking on the island of Montreal for conferences and courses.