

# Process for Faculty Professional Development Request for Funding

## **Antelope Valley College Faculty Professional Development Philosophy and Faculty Academy Mission Statement:**

By adopting the Flexible Calendar Option, Antelope Valley College provides full-time and adjunct faculty members (both teaching and non-teaching) with time and opportunities for participation in professional development activities. Through a carefully designed program, we intend to address the needs of our institution as it continues to change and grow, explore current and innovative curricula and classroom strategies, and offer faculty from different disciplines a chance to discuss and exchange ideas.

To improve student learning through enhancement of quality of instruction at Antelope Valley College by providing professional development and resources for faculty in teaching methods, learning styles, curriculum development, student retention, educational technology, and other related areas.

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**All approvals for funds are dependent on availability of annual FPD budget.**

## **Faculty Professional Development Request for Funds Process:**

1. Verify that the funding will follow the intent and purpose of professional development at AVC.
2. Complete the *Request for Faculty Professional Development Funding* form.
3. Submit forms to the Academic Senate office for review and approval by the FPDC.
4. Facilitators will be notified of acceptance/denial within two weeks of committee review.
5. *Once approved by the FPDC, faculty will need to submit all necessary forms for Business Services within 15 business days.* (<https://www.avc.edu/administration/busserv/>)

## **Guidelines for Funding Requests:**

1. First priority will be given to Standard I and II events presented on campus.
2. Second priority will be given to costs associated with Standard I and II events presented off campus.
3. Costs for refreshments/food and admission fees are not allowed.
4. All funding requests will be reviewed on a first come, first served basis.
5. All funding requests need to be submitted a minimum of 10 weeks in advance of the event.
6. The FPDC will not be able to approve funding requests until after the academic year has begun and the committee has been given its budget. Therefore, requests for funding that accompany FPD proposals will not be reviewed until the academic year the presentation is to take place. Approval of a proposal does not guarantee funding.