



## Guide for Requesting EVC Professional Development Funds updated 9/28/22

**Follow these steps** to request funding through the PDC for an upcoming conference/workshop:

1. Review the **Funding Criteria** on page 2 to make sure your proposal is eligible for funding through the Professional Development Committee.
2. **Complete the [Request for Professional Development Funds Form](#)**. This online form will go directly to the Professional Development Committee chair: [John Kaufmann](#).
  - Please submit this request form at least six weeks before your scheduled conference/workshop so you have time to complete all the application steps.
3. **Your funding request is discussed at the next scheduled PDC Meeting** (1st and 3rd Thursdays during the academic year).
4. If funding is approved, **you will receive a Pre-Approval Letter** via email from the committee chair (If funding is not approved, you will receive an explanation, or you may be asked for more information from the committee).

### **WAIT UNTIL YOU RECEIVE YOUR PRE-APPROVAL LETTER BEFORE CONTINUING TO STEP 5**

5. **Create a Conference/Travel request through Concur** (access through Single Sign-On).
  - If this is your first time using Concur, you will need to attend a Concur training session or request help from your department's administrative assistant. Concur trainings are offered Wednesdays from 9-11 AM [at this link](#).
  - The amount requested should match the amount funded in your Pre-Approval Letter. For instance, if the conference costs are \$1,053, and you were awarded \$1,000 from the committee, you would limit your request to \$1,000.
  - Be sure to attach the following to your Concur request:
    - i. Pre-approval letter PDF from PD committee chair
    - ii. Information/web link with conference/workshop details
  - Concur automatically routes requests to your dean/supervisor and the EVC President. **You must receive these approvals before any expenditures or travel.** Concur keeps you posted on your request's progress.
6. **Wait until your Concur request is approved:** Then attend your conference /workshop
  - Retain all receipts and documentation (and keep copies for yourself)
7. **Post-Conference: Create Expense Report in Concur:** match to previously approved request
  - Attach: Pre-Approval Letter and Conference Receipts to equal approved amount.
8. **Receive your reimbursement** (make sure your mailing address is up to date)
9. Complete your "**Share Back**" (outlined below) within 3 months after your conference/workshop. Send a summary of your Share Back to the PDC Chair via email at [john.kaufmann@evc.edu](mailto:john.kaufmann@evc.edu). Completion of Share Back brings your experience back to our EVC community and keeps you eligible for future PD funding.

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## EVC Professional Development Funding Criteria

**Funding Objectives:** The Professional Development Committee accepts funding requests for virtual or off-campus professional conferences, seminars, or workshops which meet the State of California's [Professional Staff Development funding objectives](#) under [Section 87150-87154 of the Education Code](#).

We will look for evidence of at least one of the following:

- Improvement of teaching
- Maintenance of current academic and technological knowledge and skills
- In-service training for vocational education and employment preparation programs
- Retraining to meet changing institutional needs
- Intersegmental exchange programs
- Development of innovations in instructional and administrative techniques and program effectiveness
- Computer and technological proficiency programs
- Courses and training implementing equal employment opportunity and upward mobility programs
- Other activities including, but not limited to, programs designed to develop self-esteem

**Share Back Options:** In your funding application, you will identify your plan to share your experience with the EVC Community in one of the following ways after you return:

- Hold a workshop for disseminating what was learned. This could be at a Professional Development Day, at a department/division meeting or another venue.
- Incorporate specifically into the mentorship of a colleague.
- Prepare a 2-3 page report suitable for distribution to relevant campus personnel discussing how the activity enhanced your professional development and how the information learned could help other colleagues.
- Apply the experience to work on a program review for your discipline.

### Funding Details

- Funding for full-time faculty is limited to a maximum of \$1200.00 per academic year; adjunct faculty: \$600.00 per academic year; full-time classified staff: \$1200.00 per academic year; Part-time classified staff: \$600.00 per academic year (until annual budget is spent).
- The PDC will fund actual costs incurred by faculty and staff for the following expenses: conference or course registration, lodging, meals (“reasonably priced”) and transportation (including airfare, ground transportation, [automobile mileage](#), etc.)
- Applicants will not be reimbursed for association memberships, for tuition of a course taken for/available for academic credit, or for activities that have already taken place.
- Applicants are encouraged to take advantage of early registration whenever possible.
- **Restricted Travel List:** Alabama, Arkansas, Florida, Idaho, Iowa, Kansas, Kentucky, Mississippi, Montana, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Utah, West Virginia
- Reimbursement is NOT guaranteed unless all proper documentation is provided with all required signatures and within the deadlines provided in this document.