ACTIVITY PROPOSED FOR PROFESSIONAL DEVELOPMENT
For Part-Time Faculty

Instructor Name: __________________________ Signature: __________________________
Division: __________________________

Instructions:

1. Instructor completes Activity Proposal form.
2. Instructor completes Learning Contract, if applicable, for activity.
3. Instructor acquires signatures from Dean on 2 copies of each document.
4. Instructor retains 1 copy of each document and provides remaining copies to Activity Coordinator.
5. Upon Instructor’s completion of activity, Activity Coordinator signs documents and returns to Instructor.
6. Instructor provides Dean with signed Activity Proposal form and Learning Contract. For external activities or those without a Learning Contract, participant submits formal documentation of completion of each proposed activity to Dean.
7. Dean processes stipend request.

Proposed Activity

<table>
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<tr>
<th>Course #</th>
<th>Title</th>
<th>Instructor</th>
<th>Date</th>
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Description of Activity (or content of course):

Anticipated benefit (How will skill or knowledge gained be applied to the course(s) you teach? How will it benefit the student?):

Requested compensation:

☐ $150 Stipend-Faculty Summer Technology Institute (EDC 1201)
☐ $150 Instructional Technology Integration (EDC 1202)
☐ $150 Stipend-Faculty Summer International Institute (CON 1305)
☐ $150 Classroom Assessment Techniques (CATS) (CON 1200)
☐ $150 Classroom Research and Instruction (CRELI)
☐ No compensation—course audit
☐ $25 per credit hour increase. AFDA (4 modules)=
☐ Other, Please explain

Will this work give you credit towards a graduate degree? ☐ Yes ☐ No

Approved by: __________________________ /______
Completion Confirmed by: __________________________ /______

Dean Date Activity Coordinator Date

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Office of Academic Affairs
Revised: October 2006