

**APPENDIX O. Professional Learning Activities Funds (PLAF)
Request Timeline and Evaluation Process**

Procedure (Approved 11.6.2015, rev. 11.8.2018)	Responsibility
1. An email will be sent to faculty once per semester (Fall and Spring – September 15 and February 15) to remind them of available funds	CTE
2. Faculty must submit their electronic PLAF request to the CTE	Faculty
3. Funding schedule considerations - Activities for any academic year (AY) will include those occurring on or before the last day of that AY. Activities occurring by June 30 will be funded out of the current fiscal year's budget. Activities occurring between July 1 and last day of the AY will be funded out of the next fiscal year's budget. Requests submitted during current AY for activities occurring after the last day of the AY will be funded out of the appropriate year's budget.	VP Academic Affairs
4. Faculty shall submit PLAF requests electronically to CTE by due dates: August 15, October 1, January 15, and March 1	Faculty
5. CTE will process the applications, create an electronic file for review by the TPDC's Sabbatical Leave Standing Committee (SLSC), and maintain a master spreadsheet of all requests and outcomes.	CTE
6. All approved requests are based on funding availability Applications received by August 15 will be reviewed by August 30. Applications received by October 1 will be reviewed by October 15. Applications received by January 15 will be reviewed by January 30. Applications received by March 1 will be reviewed by March 15.	SLSC and TPDC Chair
7. Recommendations from TPDC will be forwarded to the VP Academic Affairs	TPDC Chair
8. Recommendations will be reviewed by the Provost Council and the Executive Council in a timely manner.	VP Academic Affairs
9. Upon approval by Executive Council, the faculty and their Supervising Administrators will be notified within four working days by the CTE to complete travel forms and leave requests for submission to their Supervising Administrator. Faculty whose applications are not approved will be notified within four working days by CTE.	CTE, Faculty, Supervising Administrator
10. A log will be maintained of all funds approved and expended. Faculty dissemination of information gained through professional development will be scheduled and documented.	CTE
11. Faculty will disseminate information gained through professional development.	Faculty