

TPDC Appendices (2018):

Appendices related to the work and responsibilities of the TPDC are located in either the current CBA or the TPDC Handbook. Appendices are not duplicated in both locations. Where appropriate, every effort is made to make available fillable PDF applications and forms on the TPDC's webpage under *Resources*. TPDC Handbook Articles and associated Appendices, and their locations, are referenced below:

A. Article IX. Professional Development

1. [Center for Teaching Excellence Workshop Proposal Form: TPDC Appendix A](#)

B. Article X. Rank Change

1. Change in Rank Application: CBA (2015-2018) Appendix R, CBA (2018-2021) Appendix Q
2. [Rank Change Application Requirements and Guidelines: TPDC Appendix B](#)
3. [Rank Change Committee Scoring Guide: TPDC Appendix C](#)
4. [Rank Change Committee Justification Form: TPDC Appendix D](#)
5. [Rank Change Committee Approval Form: TPDC Appendix E](#)
6. [Tenure and Professional Development Council Approval Form: TPDC Appendix F](#)

C. Article XI. Sabbatical Leave

1. [Sabbatical Leave Instructions and Criteria – TPDC Appendix G](#)
2. [Faculty Proposal for Sabbatical Leave – TPDC Appendix H](#)
3. [Proposal for Sabbatical Leave Review Form – TPDC Appendix I](#)

D. Article XII. Tenure

1. Tenure Timeline – CBA (2015-2018) Appendix S, CBA (2018 – 2020) Appendix R
2. Tenure Application – CBA (2015-2018) Appendix T, CBA (2018-2020) Appendix S
3. [Tenure Portfolio Guidelines & Checklist –TPDC Appendix J](#)
4. [Campus-Based Tenure Committee Recommendation –TPDC Appendix K](#)
5. [Tenure and Professional Development Council Recommendation –TPDC Appendix L](#)

E. Article XIII. Custody of Tenure Applications

1. [Tenure Portfolio Custody Form –TPDC Appendix M](#)

F. Article XIV. Professional Learning Activities Funding (PLAF)

1. [Professional Learning Activities Funds \(PLAF\) Request Form –TPDC Appendix N](#)
2. [Professional Learning Activities Funds \(PLAF\) Request Timeline –TPDC Appendix O](#)

APPENDIX A. Workshop Proposal Form

The fillable PDF is available on the Center for Teaching Excellence (CTE) webpage. TPDC’s Professional Development Standing Committee recommends changes to the application process and to this proposal form through the TPDC. **Image below is for reference only.** The link to access the fillable PDF (writable/savable PDF form must be download for full functionality) is below.

<http://www.easternflorida.edu/faculty-staff/cte/documents/cte-workshop-proposal.pdf>

Image of Proposal Form (Page 1 of 2)

Eastern Florida STATE COLLEGE

Workshop Proposal Form

This form is for EFSC Faculty/Staff proposing EFSC on-campus or online workshops only. Faculty wishing to provide a record of attending a workshop should follow procedures set forth according to the current CBA and/or TPDC Handbook.

Date Submitted to CTE:	
Faculty of Record:	Additional Facilitators:
Contact Person:	Phone:
Academic Discipline or Support Area:	Proposed Target Audience:
Proposed Workshop Title:	
Workshop Abstract:	
Proposed Dates/Times of Workshop/Campus/Online:	
Participant Contact Hours:	(1 contact hour = 50 mins of presentation)
Mode of Instruction (Check all that apply):	
<input type="checkbox"/> Face-to-face <input type="checkbox"/> Online <input type="checkbox"/> Other (specify):	
Do you request this workshop be reviewed by the PDSC for applicability to Faculty Advancement Requirements (Tenure/MCC/Rank Advancement)? <input type="checkbox"/> Yes* <input type="checkbox"/> No	
If Yes, check all that apply <input type="checkbox"/> Tenure <input type="checkbox"/> MCC <input type="checkbox"/> Rank Advancement	
Proposed Competency-Based Objectives:	As a result of the workshop the participants will be able to:
	1. _____
	2. _____
	3. _____
Attach additional pages if necessary. These are crucial to applications requesting Workshops fulfill Faculty Advancement requirements of the participants.	
Proposed Product Outcomes:	As a result of the workshop the participants will produce the following:
	1. _____
	2. _____
Attach additional pages if necessary. These are crucial to applications requesting Workshops fulfill Faculty Advancement requirements of the participants.	

Once completed, this form should be returned to the Center for Teaching Excellence via courier or scanned and submitted to the CTE by email at cte@easternflorida.edu


(TPDC Appendix A, cont. next page)

(TPDC Appendix A, cont.)

Image below is for reference only.

<http://www.easternflorida.edu/faculty-staff/cte/documents/cte-workshop-proposal.pdf>

Image of Proposal Form (Page 2 of 2)



Workshop Proposal Form

Received by CTE:		
<hr/>	<hr/>	<hr/>
Signature	Print Name	Date

PDSC Approval:		
Date received from CTE _____		
PDSC approve 2 weeks from date received from CTE _____		
Approved for Faculty Advancement: <input type="checkbox"/> Yes* <input type="checkbox"/> No		
If Yes, Check all that apply <input type="checkbox"/> Tenure <input type="checkbox"/> MCC <input type="checkbox"/> Rank Advancement		
If No, provide explanation below:		
_____ PDSC Chair Signature	_____ Print Name	_____ Date

*Request for approval of workshops or in-services activities offered by EFSC either online or on-campus to apply towards faculty advancement (tenure, maintenance of continuing contract, and/or rank advancement) will be submitted for a review. After initial review by the CTE:

- (1) The original request form with associated documentation is sent to Professional Development Standing Committee (PDSC) for review.
 - (2) PDSC indicates whether the activity is approved (or not) and forwards completed form back to CTE, with a copy to TPDC.
 - (3) CTE sends the original, approved form to Human Resources training coordinator for posting on the college's training website, with the appropriate faculty advancement notation, and for appropriate dispensation within HR
 - (4) CTE sends copies of approved forms to Requester
 - (5) Requester sends copies to Campus Provost.
- (Unapproved request forms will be returned to CTE by the PDSC with explanation to the Requester)

APPENDIX B. Rank Change Application Requirements & Guidelines

Authority: CBA 11.4

Change in rank is based on an applicant's satisfactory evaluation by their Supervising Administrator; significant contributions to the college, profession, and/or community; ongoing commitment to professional development; and evaluation by the faculty member's peers. The faculty applicant presents evidence through the Rank Change application process adhering to the requirements set forth in the appropriate **CBA Appendix Rank Change Application** and specified below:

Rank change timeline and deadlines are available in TPDC Handbook 10.02.

Guidelines for the Portfolio:

- The portfolio must be in a 1"–2" three ring binder or submitted electronically as a PDF* with ONLY the required information necessary for Rank Change.
 - Portfolio electronic submission guidelines will be available once a secure, confidential platform is developed and made available by the college.
- The Change in Rank Application should be the first artifact when preparing the portfolio.
- Plastic sleeves are acceptable only if documents do not need to be removed in order to be viewed.
- All Professional Development and Contribution documentation must be dated after the last rank change was awarded.
- Tabs are required for separating each section: Professional Development and two or more of the following contributions: the College, the Profession, or the Community.
- The Professional Development section must include the Employee Faculty Training Record from BANNER with applicable, non-mandatory training highlighted.
 - Mandatory professional development will not be considered.
- Order evidence in each section beginning with the most recent accomplishment.
- Peer recommendations on EFSC official letterhead from **two** EFSC fulltime faculty.
- Faculty applicant must sign the Rank Change Application.
- This is a pragmatic process -- no extraneous information will be considered and may hinder the possibility of advancement.

APPENDIX C. Rank Change Committee Scoring Guide

Applicant's Name: _____

Refer to [TPDC Handbook Appendix B, Rank Change Requirements and Guidelines](#), CBA 11.4.

Satisfactory performance on most recent evaluation	Significant continuing contribution to College, Profession, and/or Community (Minimum requirements: one activity in two of the three categories)							
A. Provost verification signature on application	B. Contributions to the College	C. Contributions to the Profession	D. Contribution to the Community	E. Professional Development	F. Peer recommendations on EFSC College letterhead (min: two)	APPROVED	NOT APPROVED	

(CHECK BOX IF REQUIREMENT WAS MET)

(CHECK ONE)

Committee Member (print name): _____

Comments _____

(TPDC Appendix D, cont.)

Table 2. Non-Approved Applicants

NAME	JUSTIFICATION FOR NOT AWARDING RANK CHANGE	CURRENT RANK	RANK APPLIED FOR

APPENDIX E. Rank Change Committee Approval Form

Signatures below confirm that Rank Change Standing Committee met and approved the results reported on [TPDC Appendix D](#). Submit this signed form to TPDC Chair along with [TPDC Appendix D](#).

Committee Chair Signature	_____	Date: _____
Committee Member Signature	_____	Date: _____
Committee Member Signature	_____	Date: _____
Committee Member Signature	_____	Date: _____
Committee Member Signature	_____	Date: _____
Committee Member Signature	_____	Date: _____
Committee Member Signature	_____	Date: _____
Committee Member Signature	_____	Date: _____
Committee Member Signature	_____	Date: _____
Committee Member Signature	_____	Date: _____
Committee Member Signature	_____	Date: _____
Committee Member Signature	_____	Date: _____
Committee Member Signature	_____	Date: _____
Committee Member Signature	_____	Date: _____
Committee Member Signature	_____	Date: _____
Committee Member Signature	_____	Date: _____

(TPDC Appendix F, cont.)

Signatures below confirm that Tenure and Professional Development Council (TPDC) met and approves recommendations as reported.

Council Chair Signature	_____	Date: _____
Council Member Signature	_____	Date: _____
Council Member Signature	_____	Date: _____
Council Member Signature	_____	Date: _____
Council Member Signature	_____	Date: _____
Council Member Signature	_____	Date: _____
Council Member Signature	_____	Date: _____
Council Member Signature	_____	Date: _____
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Council Member Signature	_____	Date: _____
Council Member Signature	_____	Date: _____
Council Member Signature	_____	Date: _____

APPENDIX G. Sabbatical Leave – Instructions and Criteria

Applicant Instructions/Information ([CBA 12.12](#))

1. Complete Sections I-III of the Faculty Proposal for Sabbatical Leave form ([TPDC Appendix H](#)). Review the *Tenure & Professional Development Handbook* and the Instructions and Evaluation Criteria below for guidance on completing Section III. In Section IV, type in the name of your Department Chair or Program Manager and campus Provost in the second and third signature areas. Print out the form and sign under the first signature area in Section IV.
2. Complete and print out the Leave of Absence Request Form (regular HR leave form).
3. Complete and print the Short-Term Professional/Sabbatical Leave with Pay Agreement or Extended Professional/Sabbatical Leave with Pay Agreement (HR forms).
4. Submit the three forms noted above as a complete packet to your Department Chair or Program Manager. The Department Chair/Program Manager will sign indicating receipt of the form, and will forward to the Campus Provost. The Provost will also sign indicating receipt of the form, and will forward to the Sabbatical Leave Standing Committee (SLSC) Chair. Note that these signatures do not imply approval of the proposal; only that the form has been received and properly routed.
5. The SLSC will review your proposal. An interview may be required; you will be notified if this is the case.
6. The SLSC will complete the Proposal for Sabbatical Leave Review Form ([TPDC Appendix I](#)).
 - a. Proposals that the committee recommends for approval will be forwarded to Human Resources and the Chief Learning Officer, with a copy to the applicant's Provost, for the next steps in application processing.
 - b. Proposals that the committee does not recommend for approval will be returned to the applicant with the completed Proposal Evaluation form. Reasons for non-recommendation and/or suggestions for improvements will be included in the Comments section of the form where appropriate.
7. Applicants whose proposals receive final approval will be notified by the Chief Learning Officer.

(TPDC Appendix G, cont. on next page)

(TPDC Appendix G, cont.)

Evaluation Criteria

Recommended proposals will satisfy at least one of the following purposes:

- Completion of scholarly publications or creative work in the visual or performing arts which are related to the current EFSC job assignment
- Commencement or continuation of post graduate education related to current EFSC teaching discipline
- Participation in a formal work study program in a field or profession aligned with current EFSC employment
- Participation in a formal work study program in a field or profession which could result in additional credentials to support potential EFSC employment

Timeline and Routing Process – Short-Term Sabbatical Leave (up to 8 weeks)

1. Faculty member completes items 1-4 above and provides to Department Chair/Program Manager a minimum of seven months prior to the beginning of the leave.
2. Department Chair or Program Manager reviews, signs, and forwards to the campus Provost as soon as possible; the campus Provost reviews, signs, and forwards to the Sabbatical Leave Committee as soon as possible. The Sabbatical Leave Committee must receive the application packet from the Provost no later than six months prior to the beginning of the leave.
3. The Sabbatical Leave Committee reviews, signs, and forwards recommended application packets to HR and the Chief Learning Officer, with a copy to the applicant's Provost, no later than four months prior to the beginning of the leave.
4. The Chief Learning Officer will notify applicants of approved leave as soon as possible after final approval of proposal has been granted.

Timeline and Routing Process – Long-Term Sabbatical Leave (longer than 8 weeks)

1. Faculty member completes items 1-4 above and provides to Department Chair or Program Manager by September 1 prior to the fiscal year of the leave.

(TPDC Appendix G, cont.)

2. Department Chair or Program Manager reviews, signs, and forwards to the campus Provost as soon as possible; campus Provost reviews, signs, and forwards to the Sabbatical Leave Committee as soon as possible. The Sabbatical Leave Standing Committee Chair must receive the application packet no later than September 15 prior to the fiscal year of the leave.
3. The Sabbatical Leave Committee reviews, signs, and forwards recommended application packets to HR and the Chief Learning Officer, with a copy to the applicant's Provost, by November 1 prior to the fiscal year of the leave.
4. The Chief Learning Officer will notify applicants of approved leave as soon as possible after final approval of proposal has been granted.

APPENDIX H. Faculty Proposal for Sabbatical Leave

FACULTY PROPOSAL FOR SABBATICAL LEAVE

1 **Section I:**

2 Name _____ B# _____

3 Campus _____ Phone _____

4 Cluster _____ Hire Date _____

5 Please check the box for the type of leave being requested:

- 6 Short-term sabbatical leave (up to 8 weeks)
- 7 Long-term sabbatical leave (longer than 8 weeks)
- 8

9 **Section II:**

10 **Dates and/or term(s) to be on leave**

11 _____

12 Check the appropriate box below and provide the requested information:

13 Institution to attend/location

14 _____

15 Major area of study _____

16 OR:

17 Government agency/corporation assignment or other learning experiences

18 _____

19 Specific tasks to be completed

20 _____

21 Specific competency to be gained

22 _____

23 **Section III:**

24 Please provide a statement of your plans for the requested sabbatical leave and indicate how it will
25 benefit your professional development goals as well as increase your value to the College. Attach no
26 more than three pages, including your statement and any supporting documentation. Be concise but
27 complete.

28 (TPDC Appendix H, cont. next page)

38 (TPDC Appendix H, cont.)

39

40 **Section IV:**

41 Please sign below, then forward to your Department Chair. The Department Chair/Program Manager
42 will sign and forward to the Campus Provost, who will sign and forward to the SLSC Chair for review.

43 1. Faculty Member Signature _____

44

45 2. Department Chair/Program Manager Name _____

46

47 Signature* _____

48

49 Date Received

50

51 3. Campus Provost Name _____

52

53 Signature* _____

54

55 Date Received _____

56

57 *Signatures of Department Chair/Program Manager and Campus Provost indicate receipt of your
58 proposal only; they do not indicate approval of this request.

59 **APPENDIX I. Proposal for Sabbatical Leave Review Form**

	Proposal for Sabbatical Leave Review Form
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60

61 Name: _____

62 Date Received: _____ Date Reviewed: _____

63 Date Forwarded to CLO / HR: _____

64 Upon consideration for review, the Sabbatical Leave Standing Committee:

65 Recommends Does not recommend

66 Comments:

67 _____

68 _____

69 _____

70 _____

71 _____

72 _____

73 _____

74 **Signatures of Sabbatical Leave Standing Committee:**

75 SLSC Chair _____ SLSC Member _____

76 SLSC Member _____ SLSC Member _____

77 SLSC Member _____ SLSC Member _____

78 SLSC Member _____ SLSC Member _____

79 SLSC Member _____ SLSC Member _____

80 SLSC Member _____ SLSC Member _____

APPENDIX J. Tenure Portfolio Guidelines/Checklist

General guidelines for the portfolio:

- All items must be three-hole punched and placed in a 2” – 3” three-ring binder.
 - Plastic sleeves are optional and acceptable only if documents do not need to be removed to be reviewed.
 - Evidence must be dated after the full-time instructor’s hire date. Evidence dated prior to full-time hire date will not be considered.
 - Evidence may be used to meet only one requirement and included in only one section.
- Order evidence in each section beginning with the most recent accomplishments.
- Include clearly marked dividers separating sections as follows:
 - New Faculty Mentoring Program
 - Professional Development
 - Contribution(s) to the College
 - Contribution(s) to the Profession
 - Contribution(s) to the Community
- **Incomplete portfolios will not be considered.**

Tenure Portfolio Checklist:

Before submitting portfolio, verify that each item is included in your portfolio in the following order and check appropriate boxes below for sections 5.b-d:

1. Custody Form ([TPDC Appendix M](#))
2. Completed Application for Tenure ([CBA Appendix](#))
3. Completed Tenure Portfolio Guidelines and Checklist ([TPDC Appendix J](#))
4. Table of Contents
5. Include clearly marked dividers separating sections in the following order:
 - a. [REQUIRED] Verification of successful completion of **New Faculty Mentoring Program** (Evidence provided in EFSC faculty training record)
 - b. [REQUIRED] Evidence of continuing **Professional Development**. Limit all to the time interval of this application. (Include a copy of your EFSC Training Record)
 - c. [REQUIRED] Evidence of continuing **Contributions to the College**.
 - d. [REQUIRED] Evidence of continuing **Contributions to your Profession**.
 - e. [OPTIONAL] If you are also including other contributions (such as **Contributions to the Community**), give a one to two sentence description of evidence included in portfolio.

(TPDC Appendix J, cont. next page)

126 (TPDC Appendix J, cont.)

127

128 **Identify the evidence you are submitting for Professional Development: Check at least two boxes.** ([TPDC](#)

129 [Appendix K. 5.b\)](#)

130

131 Successful completion of a graduate level course of at least 3 credit semester hours in one's
132 discipline, or directly applicable to that discipline, from a regionally accredited
133 college/university (include copy of unofficial transcript)

134 If the college level is the highest for the specific discipline, successful completion of a college
135 level course of at least 3 credit semester hours in one's discipline, or directly applicable to
136 that discipline, from a regionally accredited college/university (include copy of unofficial
137 transcript)

138 Successful completion of a TPDC approved workshop offered through the College (provide
139 summary of workshops completed and include a copy of your EFSC Training Record)

140 Obtaining continuing education credits, meeting professional certification/licensure
141 requirements (include copy of unofficial transcript or certificate of completion)

142 Attending a conference, workshop, seminar, webinar, or professional meeting to advance
143 knowledge in the career field (include a registration form and workshop agenda, or a
144 certificate of completion, or other evidence that indicates attendance)

145 Other (must provide appropriate justification and evidence for inclusion in this category):

146

147

148

149

Identify the evidence submitted for Contributions to the College: Check at least one box. ([TPDC](#)

150 [Appendix K.5.c\)](#)

151

152 Active membership on a college-wide or campus committee (include length of service,
153 1-2 sentence description of duties, role such as Chair or secretary, and meeting
154 minutes)

155 Active membership on an advisory committee for the college (include meeting minutes)

156 Active participation in an articulation committee (include meeting minutes)

157 Faculty sponsorship or co-sponsorship of a student organization (PTK, Environmental Club,
158 etc.)

159 Writing a grant proposal for program improvement or new equipment (include executive
160 summary of grant and documentation from funding source)

161 Development of a new course offering

162 Substantial revision of a course plan (provide before and after course plans)

163 Developing/marketing of a new program

164 Developing, organizing, and delivering a college-wide faculty workshop

165 Serve as a Core Scholar Program Success Coach or mentor a student in College Success
166 Skills, Office of Undergraduate Research, or Core Scholar Program Peer Tutor.

167 Other (must provide appropriate justification and evidence for inclusion in this
168 category): _____

169

170 (TPDC Appendix H, cont. next page)

171 (TPDC Appendix J, cont.)

172

173 **Identify the evidence submitted for Contributions to the Profession. Check at least one box.**

174 ([TPDC Appendix K.5.d](#))

175

176 Active participation in a discipline related professional organization or committee (include
177 length of service, 1-2 sentence description of duties, role such as Chair or secretary, and
178 meeting minutes)

179 Active participation in an articulation committee (include meeting minutes)

180 Active participation on an advisory committee for the profession (include meeting minutes)

181 Successful delivery a professional development workshop outside of the College (include
182 official workshop description/outline)

183 Presenting a paper or being a panel member at a professional conference / meeting

184 Publication of a scholarly or research paper on a profession-related subject in a refereed
185 journal, or publication of a textbook, or publication of a monograph

186 Presenting artwork at a juried, solo, or curated art show or performing in a public recital
187 related to your discipline

188 Organizing a profession-related conference

189 Other (must provide appropriate justification and evidence for inclusion in this category):
190

APPENDIX K. Campus Tenure Committee Recommendation

The committee will submit the following checklist to the TPDC Chair to ensure all standards were met and procedures followed. **Appendix K retained by TPDC Chair.**

Applicant Name: _____

Only material in direct support of the mandatory required elements of the Tenure Application will be considered in the tenure process. Please do not include additional information not submitted by the applicant or requested by the required application forms. Personal opinions and narrative shall not be used to decide a tenure approval.

Criteria	Yes	No
Completed custody form		
Completed tenure application, including any required signatures and dates		
Verified completion of the New Faculty Mentoring Program		
Verified minimum standards for tenure were met (see TPDC Appendix J included)		
Professional Development		
Contributions to the College		
Contributions to the Profession		

_____ We recommend this applicant for tenure.

_____ We do not recommend this applicant for tenure. Justification for non-approval is:

Signatures required (next page)

(TPDC Appendix K, cont. next page)

215 (TPDC Appendix K, cont.)

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217 Signatures below confirm that Campus Tenure Committee met and approves/not-approves
218 recommendation as reported on TPDC Appendix K.

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220 Committee Chair Signature _____ Date: _____

221 Committee Member Signature _____ Date: _____

222 Committee Member Signature _____ Date: _____

223 Committee Member Signature _____ Date: _____

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226 Committee Member Signature _____ Date: _____

227 Committee Member Signature _____ Date: _____

228 Committee Member Signature _____ Date: _____

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230 Committee Member Signature _____ Date: _____

231 Committee Member Signature _____ Date: _____

**APPENDIX L. Tenure and Professional Development Council
Recommendation**

The Council will use the following checklist to ensure all standards were met and procedures followed. **Appendix L is retained by the TPDC Chair.**

Applicant Name: _____

Criteria	Yes	No
Completed custody form		
Completed tenure application, including any required signatures and dates		
Verified Campus Tenure Committee recommendation (TPDC Appendix K)		
Campus Tenure Committee meeting minutes (upon request by TPDC)		
Verified completion of the New Faculty Mentoring Program		
Verified minimum standards for tenure were met (see TPDC Appendix J included)		
Professional Development		
Contributions to the College		
Contributions to the Profession		

___ We recommend this applicant for tenure.

___ We do not recommend this applicant for tenure. Justification for non-approval is:

Signatures required (next page)

(TPDC Appendix L, cont. next page)

251 (TPDC Appendix L, cont.)

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253 Council Chair Signature _____ Date: _____

254 Council Member Signature _____ Date: _____

255 Council Member Signature _____ Date: _____

256 Council Member Signature _____ Date: _____

257 Council Member Signature _____ Date: _____

258 Council Member Signature _____ Date: _____

259 Council Member Signature _____ Date: _____

260 Council Member Signature _____ Date: _____

261 Council Member Signature _____ Date: _____

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264 Council Member Signature _____ Date: _____

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269 Council Member Signature _____ Date: _____

270 **APPENDIX M. Tenure Portfolio Custody Form**

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Portfolio delivered to Campus Tenure Committee Chair by Tenure Candidate:

_____ Tenure Candidate

Signature

Print name _____ Date _____

Received by Campus Tenure Committee Chair (Not Department Chair/Program Manager)

_____ Campus Tenure Committee Chair

Signature

_____ Print name _____ Date _____

Received by Tenure and Professional Development Council (TPDC):

TPDC Chair:

_____ TPDC Chair

Signature

_____ Print name _____ Date _____

TPDC Member (If Necessary)¹:

_____ TPDC Member

Signature

_____ Print name _____ Date _____

Date Portfolio Returned to Tenure Candidate

_____ TPDC Chair (check if sent by campus mail _____)

Signature

_____ Print name _____ Date _____

¹ The Campus Tenure Committee may deliver the Applicant’s portfolio to the campus representative of the TPDC with approval from the TPDC Chair. All deadlines must be met.


APPENDIX N. Professional Learning Activities Funds (PLAF) Request Form

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316
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318 The fillable PDF is available on TPDC’s webpage under the tab *Handbook & Docs*. Use link below to
319 access the fillable PDF (writable/savable PDF form must be download for full functionality).

320 [PLAF Request Form](#)

321 Image below is for reference only.

322


Professional Learning Activities Funds Request Form

This form is to be used by full time faculty seeking funding for professional development pursuant to Section 14.8 of the UFF CBA 2018-21. Return the digitally signed form to the Center for Teaching Excellence at cte@easternflorida.edu and copy your provost.

Date Submitted to CTE	Faculty Requester	Academic Discipline
Date(s) of Activity	Name of Event or Academic Conference	Estimated cost

Proposed Professional Learning Activity:

Please select from the following:

Estimated Cost Break-Down: (registration fees, mileage, airfare, hotel, etc.)

Explain how the professional development will benefit student and/or program performance; enhance teaching; increase retention, completion, and/or placement; support industry certification, support the college's mission statement, etc. Attach any necessary supporting documents. Participation in an approved event must occur on/ before August 15th of the following year.

Last time PLAF funds received:

I understand that I will be required to share information obtained from the professional development opportunity with my colleagues and the Center for Teaching Excellence.

Faculty Signature _____

Information disseminated via the following ways:

Faculty Workshop
 Student Workshop
 CTE Blog Post
 Brown Bag Lunch Discussion

Submit here

The following sections are to be completed by the appropriate committee chair/administration:

Provost Signature	Print Name	Date
CTE Coordinator Signature	Print Name	Date
Approved Professional Learning Activity : <input type="checkbox"/> Yes <input type="checkbox"/> No		
TPDC Chair Signature	Print Name	Date

*If funding approved, it is the requestor’s responsibility to submit all required college documentation.
**Approval by the TPDC does not guarantee funding of this activity.

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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

