

GREAT BASIN COLLEGE
FACULTY SENATE COMPENSATION AND BENEFITS COMMITTEE
PROFESSIONAL DEVELOPMENT FUNDS REQUEST FORM

Name: _____ Event: _____
 Dates: _____ Location: _____

Purpose of Conference or Event:

Benefit to College:

How this will improve my teaching and/or department:

Method of Transportation:

ESTIMATED COST *	
Transportation:	_____
Lodging:	_____
Registration:	_____
Meals:	_____
Other:	_____
Total Estimated Cost:	_____

Meal Estimates: See the "Per Diem" handout Lodging Estimates: See the "Lodging" handout Mileage: See the in-state Mileage Map and the "Per Diem" handout.

When traveling out-of-state, all receipts, except food, must be submitted: e.g., taxi, parking, motel, etc.

 Applicant's Signature

 Date

 Department Chair or Vice President Approval

 Date

Please attach all relevant documents that could help the committee make a decision. (i.e., conference brochures, etc.)

APPROVAL:

Amount: _____

 Faculty Senate Comp and Benefits Chair

 Date

Amount: _____

 Prof Development/Vice President-Academic Affairs

 Date

GREAT BASIN COLLEGE
FACULTY SENATE COMPENSATION AND BENEFITS COMMITTEE
Professional Development Funding Request Checklist

Criteria	Points Earned/Points Possible
1) <i>Applicant is applying for re-certification and/or licensing for His/her technical field (Violates the committee's boundaries)</i>	<i>Application not considered</i>
2) <i>Applicant is applying for summer travel (Violates the committee's boundaries)</i>	<i>Application not considered</i>
3) The deadline for submission of request has been met (Submission must be received by Committee Chair prior to deadline below for Committee consideration) October 31 st – Fall Semester February 28 th – Spring Semester	____/ 1 point
4) Constitutes allowable submissions per this container for the academic semester (Number of Container Voting Reps denote allowed submissions) Submissions in excess of allowable number by container	____/ 1 point ____/ 0 point
5) Applicant is a presenter or co-presenter at this conference or event. <i>*(see below)</i> (Must include documentation in request packet)	____/ 3 points
6) Amount of time that has transpired since last application approval. 0 point = Applicant received funds within one year. 1 point = Applicant has not applied for funding within last year. 2 points = Applicant has never applied for funding.	____/0-2 points
7) Level of critical benefit to the institution. 0 point = no impact; personal development only 1 point = impact is at department/program level only 2 points = impact is across several departments/program levels. 3 points = impact directly benefits major proportion of student population.	____/0 – 3 points
8) Degree of travel required for this Conference or event. 1 point = the rest of the 48 contiguous states 2 points = in a state bordering Nevada 3 points = within the state of Nevada	____/ 1 – 3 points
 Total Points Earned	 _____/13 Possible

(1 point score minimum on bold items is mandatory for funding consideration)

**Presenters are eligible for an additional 10% funding in excess of the established ceiling*