

# **Faculty Development Funding Deadlines 2011-2012**

The deadlines for submitting completed requests are noon on the following dates:

**August 26, 2011** – (September/October)  
**September 30, 2011** – (October/November)  
**October 28, 2011** – (November/December/January)  
**November 23, 2011** – (December/January/February)  
**January 27, 2012** – (February/March)  
**February 24, 2012** – (March/April)  
**March 30, 2012** – (April/May)  
**April 27, 2012** – (May/June/July/August)  
All summer funding requests due by April 27 deadline

Please review the guidelines when completing the funding request packet. Be sure to refer to the checklist. The easiest way to get the forms is to download them at the Faculty Development Funding website: [www.saddleback.edu/asenate/Funding.html](http://www.saddleback.edu/asenate/Funding.html) or you may go to the Faculty Development Office in AGB #121.

Late requests will not be reviewed. Incomplete requests will not be reviewed. If you do not have a conference brochure by that time, please contact the conference sponsors or check their web sites for details on dates, registration, and hotel costs. You must also provide proof of travel costs. If driving, use MapQuest or similar and commence your mileage calculation from the College or home. District and college policy does not allow us to pay for individual faculty's professional organization membership.

Please explain in detail how attendance at the conference will benefit your students and the college. Attach a separate sheet if necessary. Priority will be given to those requests where a clear action or benefit is detailed.

- A. Funding requests can be submitted only once per activity.
- B. Funding requests must be submitted PRIOR to the commencement of an activity – no “after-the-fact” funding.
- C. There will be no prepaid conference registration reimbursement.

You must submit all forms: reimbursement claim, receipts attached and conference evaluation, to the Faculty Development Office in AGB #121. All claims MUST be submitted within 30 days after your activity is completed or the District Office will automatically cancel the award. If you fail to do so, the funds will be rolled back into the conference budget and awarded to others.

If you have any questions, please feel free to call the Faculty Development Office at extension #4969 or email [jbartiromo@saddleback.edu](mailto:jbartiromo@saddleback.edu).

Funding is not automatic and may be denied based on parameters listed above, funding committee review or senate review.