

Vendor #:

**Northwestern Connecticut Community College
Request for Professional Development / Professional Leave
For Professional Staff**

Proposal for Professional Development request which describes the prospective activity and indicates the contribution it will make to the individual concerned and the college. Criteria for professional development proposals: Professional meetings, seminars, conferences, credit courses, etc. to enhance professional development of the individual which meet the needs of the college. We ask that your proposals be submitted for the President's approval at least two (2) months in advance of any requested leave.

Name _____	Date _____
Title _____	Full Time Amt. Req. \$ _____
Academic Year _____ Semester _____	Part Time Amt. Req. \$ _____

Date	Description of Activity	Educational / Service Contribution to the College	Approved	Denied
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

****Please attach specific information (brochures, etc.) to your application, including class / office coverage recommendation.**

Signature

**OFFICIAL TRANSCRIPTS MUST BE SUBMITTED TO THE HUMAN RESOURCES OFFICE
TO BE INCLUDED IN YOUR PROFESSIONAL FILE.**

In accordance with the Collective Bargaining Agreement and with policy recommendations developed by the Professional Development Committee, I am recommending your request for professional development / leave to the president for approval

Division Director / Supervisor:	Date:
Dean:	Date:
Director of Human Resources:	Date:
President:	Date:

2/20/07