

Sauk Valley Community College

Faculty Development Activity Report for Promotional Credit

Complete this document **only** if you are requesting promotional credit and have received an approved Request for Promotional Credit (preapproval) form. Submit this form to the Academic Vice President within 14 calendar days of completing the event.

Faculty Name:

Today's Date:

Was this activity pre-approved by the Academic Vice President?

YES

NO

A. For-credit Courses

Complete this section if the faculty member is requesting promotional credit for successfully completing for-credit courses at an accredited institution of higher education. Promotional credit will only be given for college courses that are related to the faculty member's actual or intended employment at SVCC and have been pre-approved by the Academic Vice President.

1. College or University Name:

2. Course number(s), name(s), and credit hours (per course)

Note: you must attach a transcript showing successful completion of the approved course(s). One promotional credit will be given for each credit hour successfully completed.

3. Tuition Reimbursement

According to the faculty contract (Article 15.6), the College will reimburse faculty for successfully completing pre-approved college coursework up to and including \$175 per credit hour for a maximum of \$2,100 and 12 credit hours per fiscal year. Retroactive approval for tuition reimbursement is not allowed.

Please indicate the number of credit hours and total amount requested for reimbursement. Your transcript must be attached to show successful completion.

Total Number of Credit Hours Completed _____ X \$175 = _____

(turn page)

B. Credit Equivalency

Complete this section if the faculty member is requesting promotional credit for attending non-credit workshops/seminars/conferences.

1. Name of workshop/seminar/activity:

2. Sponsoring institution or agency:

3. City/State of event/activity:

4. Date(s) of event/activity:

5. List and describe the relevant learning activities that you attended; this description should include the activity that upgraded your discipline-specific competencies and/or improved your teaching or service to students. Indicate the time you spent on each activity. Supporting documents (e.g., agenda or schedule) must be included. Attach a separate document if necessary.

6. How many promotional credits are you requesting? Note: 15 hours of participation in eligible activities will equate to one (1) promotional credit. Fractions are allowed.

7. Travel/Conference Expenses. In order to receive any reimbursement for travel/activity expenses you must have already completed a *Faculty Development Funding Request* form which was approved before the activity began and then complete a travel expense report for the Business Office. Retroactive approval is not allowed.

Faculty signature

Date

Academic Vice President

Date

Faculty approved for _____ promotional credits

Faculty approved for _____ tuition reimbursement.

Cc

Faculty member

VP of Academics

Internal Use Only

Promotion Credits Updated on Faculty Development Google Sheet

Promotional Credits on Banner Updated

Check Request Submitted for Tuition Reimbursement: Yes

No

N/A