

Sauk Valley Community College

Request for Promotional Credit: Preapproval

Faculty Only

This form is to be completed only if the faculty member is requesting promotional credit for a class, workshop, seminar, or conference. In order to receive promotional credit, this request must be approved by the Academic Vice President prior to the faculty member attending the class or event.

REMINDER: To be given the promotional credit and have it added to your Academic Training Record, the faculty member must complete the *Faculty Development Activity Report and Approval of Promotional Credit* form found in FAST within 14 calendar days after the course/seminar/workshop is completed.

Faculty Name:

Date of Request:

A. For-credit Courses

Complete this section if the faculty member is requesting approval for promotional credit by completing for-credit courses from 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. Pre-approved courses may be eligible for tuition reimbursement (see Article 15.6 of the Faculty Contract).

1. College or University Name:
2. Course number(s), name(s), and credit hours (per course):

Note: Please attach web link or photocopy of the catalog course description from the institution where the course is being offered.

B. Credit Equivalency

Complete this section if the faculty member is requesting approval for promotional credit by attending non-credit workshops/seminars/conferences. Any reimbursement for professional development must first be approved: Use the *Request for Faculty Development Funds* form to seek approval. Funds are limited.

1. Name of workshop/seminar/conference:
2. Sponsoring institution or agency:
3. City/State of event/activity:
4. Date(s) of event/activity:

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5. Describe the learning activities for which you are requesting promotional credit.

Note: Not all activities are eligible for promotional credit (See Article 6.4 of the full-time faculty contract before completing this section). Activities eligible for promotional credit are those that upgrade your discipline-related competencies and/or improve your teaching or service to students.

6. Indicate the time in hours you plan on spending on each activity. Please attach any supporting documents like a schedule or agenda (if possible) to this form OR add a web link to the workshop/conference/seminar in the space below.

7. What are your expected number of promotional credits requested upon satisfactory completion of the workshop, seminar or activity? Note: 15 hours of participation in eligible activities will equate to one (1) promotional credit. Fractions are allowed.

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Approved: Yes No

Academic Vice President Signature: _____

Date:

Cc
Faculty Member
Academic VP