Cañada College

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> Academics Support and Learning Technologies
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Administrator/Academic Supervisory Management Professional Development

Administrators/Managers eligible for these funds are those with the job classifications of Administrator or Academic Exempt Supervisory. Classified Exempt Supervisory managers are eligible for **Classified Professional Development** funds.

The Administrator/Academic Supervisory Management Professional Development Program provides opportunities for Administrators/Managers to attend conferences and workshops and/or to complete college courses.

Eligibility

Administrator/Academic Supervisory Management Professional Development funds are available to employees who have completed the six months probationary status. The Administrator/Academic Supervisory Management Professional Development Program supports the development of:

- Job-related skills and knowledge
- Knowledge and skills for professional advancement
- Work-life balance associated with job performance

Professional Development funds are allocated on a fiscal year basis (July 1 – June 30). Applicants may request up to $2,500 for a combination of conferences, workshops, and tuition reimbursement for the FY24-25 pilot program. Due to limited funding, applications are approved on a first-come, first-serve basis. Funds must be requested in advance of the conference/workshop/tuition reimbursement opportunity in order to determine fund availability. The professional development amount awarded will be stated at the bottom of the approved application form. Application status will be notified to the applicant by the Cañada College Business Office via email.

Conference/ Workshop Application Process

Please review the SMCCCD Travel Policy for more information on travel: **Domestic Travel Policy** or **International Travel Policy**.

Prior to the Conference/Workshop

Applicants should complete the following steps at least **30** days prior to the conference/workshop:

- Complete the **Administrator/ Academic Supervisory Professional Development Application form**, including supervisor's signature.
- If requesting an Advance Check, complete the **Conference Pre-approval / Advance Form**, including supervisor's signature. Please check the 'ADVANCE CHECK REQUESTED' box at the top of the form.
- Submit the signed Professional Development Application form and Conference Pre-approval / Advance Form (if applicable), along with supporting documentation, such as conference agendas, registration fee, lodging cost, travel cost estimates, etc., to Cañada College Business Office at **CANBusinessOffice@smccd.edu**.

After the Conference/Workshop

Administrators/Managers approved for conference/workshop reimbursement must complete the following steps within **30** days of attendance or completion of the conference/workshop:

- Complete the **Statement of Conference Expense** form, including supervisor's signature.

Submit the Statement of Conference Expense form and supporting documentation (listed below) to the Cañada College Business Office at **CANBusinessOffice@smccd.edu**:

- Copy of the approved Professional Development Application form.
- Copy of the Conference Pre-approval / Advance Form (if applicable).
- Itemized original receipts of ALL payments requested for reimbursement for travel, lodging, meals, registration, etc..
- Conference/workshop agenda.
- Map indicating mileage (if applicable).

Cañada College Tuition Application Process

Eligibility

Applications should meet the following requirements for tuition reimbursement:

- Coursework must be related to professional development (work-related skills and knowledge) or growth (advancing role within the institution), or part of a college degree program.
- Courses must be taken at an accredited institution.
- Applicant must receive a minimum grade of "C" in the course(s) to receive reimbursement.
- Reimbursement are for tuition and required textbooks (fees, meals, mileage, and related expenses are not included).
- Applicants participating in the District SMCCCD Pilot Tuition Reimbursement program are not eligible for Cañada Tuition Reimbursement for the same program.
- Applicants are encouraged to discuss their long-term educational/professional development plans with supervisor(s).

Before Your Course(s) Begins

- Obtain supervisor's approval before starting coursework.
- Complete the Administrator/ Academic Supervisory Professional Development Application form, including supervisor's signature.
- Submit the signed professional development application to the Cañada College Business Office at **CANBusinessOffice@smccd.edu**.

After Completing Your Course(s)

Administrators/Managers approved for Tuition Reimbursement must complete the following steps within **30** days of course completion:

- Complete the **Request for Reimbursement form**, including supervisor's signature.
- Submit signed reimbursement form, transcripts, and proof of payments to the Cañada College Business Office at **CANBusinessOffice@smccd.edu**.

Student Resources

Academic Calendar

Canvas

Catalog / Schedule

Financial Aid Eligibility

Library / Bookstore

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