

APPENDIX P3
PROFESSIONAL DEVELOPMENT LEAVE REPORT
(Article 17 – Professional Development Leaves)
Foothill-De Anza Community College District

In accordance with Article 17.16 of the *Agreement* between the District and the Faculty Association, within 30 days following return from the completed professional development leave each faculty employee must submit a report to the Professional Development Leave Committee with a copy to the Division Dean or appropriate administrator that identifies the manner in which the objectives of the leave were accomplished as described in the application and any amendments to the leave.

This shall be the official form for compliance with Article 17.16.

(Submit this form to Human Resources.)

Name: _____

Department/Program _____

Campus: ___FH ___DA

Dates of Professional Development Leave:

Quarter/Year

Quarter/Year

Quarter/Year

Please restate the objectives and activities of the approved Professional Development Leave proposal and indicate how these objectives and activities were met.

Objective/s

Verification/Completed Activity

Attach additional forms as necessary. Provide support materials/documentation to the Committee as needed.

Faculty Signature

Date

Committee Action: Approve _____ Disapprove _____

Date