CENTER FOR TEACHING AND LEARNING

RECORD OF STAFF DEVELOPMENT

In order for the College to maintain a Record of Staff Development, this form should be completed for each activity as a record of completion. The immediate supervisor should sign the form as acknowledgement of the activity and forward it to Janice Newburg in the Center for Teaching and Learning to be recorded.

Note:

The Record of Staff Development will be used only to document activities to employees' internal records.

Academic classes **must be reported to Human Resources**. Faculty and administrators receive pay increases for approved academic courses completed in 3 hour increments. Classified employees receive pay increases for approved academic degrees completed.

APPLICANT_____

EMPLOYEE ID NUMBER_____

TITLE_____ DEPT_____

ACTIVITY_____

DATE(S)_____ LOCATION_____

CHECK APPLICABLE CATEGORY:

1. Undergraduate Course Work _____
2. Graduate Course Work _____
3. Seminars or Workshops _____
4. Special Projects _____
5. Work Experience _____

NUMBER OF: Clock Hours _____ Semester Hours _____

C.E.U.'S _____ Quarter Hours _____

DESCRIPTION OF ACTIVITY

_____
_____
_____
_____
_____

_____ _____ _____

Acknowledgement of Supervisor Date Employee