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 District Office of Human Resources for review by 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 your approved Professional Development Leave plan, including any approved amendments.

This shall be the official form for compliance with Article 17.17.
(Submit this form to the District Office of Human Resources.)

Name:_____ Date: _____/_____/_____

Department/Program:_____ Campus: FH DA

Dates of Professional Development Leave: _____ _____ _____
Quarter/Year Quarter/Year Quarter/Year

In the table below, please restate the activities from your approved Professional Development Leave plan and indicate how the completion of each activity is being verified.

Description of Activity	Item(s) submitted as Verification in this Report

Description of Activity	Item(s) submitted as Verification in this Report

Attach additional forms and provide support materials/documentation to the Committee as needed.

_____ _____ _____/_____/_____

Faculty Signature CWID # Date

Committee Action: Approve_____ Disapprove_____ Date: ____/____/____

Revised 2023