

YORK TECHNICAL COLLEGE

Checksheet for Supervisors for Faculty/Staff Development Projects

To be completed by supervisors before submitting Project Application to Professional Development Council (PDC).

Name: _____

Title of Project: _____

		1st Review		2nd Review	
		Yes	No	Yes	No
1. This project is Professional Development.					
2. Institutional Goals	Meets one or more of the institutional goals				
3. Objectives:	Clear and precise				
	Attainable				
	Improve current practices				
	Measurable objectives				
4. Procedure:	Identified in sequence				
	Complete and clear				
	Completed within 12 months				
5. Budget:	Cost-effective				
6. Evaluation:	Correlates with objectives				
	Measurable outcomes (EPMS/FPMS)				
	Benefits gained				

If there is a "No" response for questions 1 - 6, the Project Application should be returned to the originator for clarification before recommending this project for funding to the Professional Development Council.

I recommend this project for funding consideration.

Department Manager or Supervisor _____ Date: _____

Division Dean or Vice President _____ Date: _____