

**PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)
 FALL 2011 – SPRING 2012
 DEADLINE DATES & MEETING SCHEDULE
 1st and 3rd Wednesday at 2:15 PM in A-117**

SUBMIT PROPOSALS BY:	REVIEWED ON:
<p align="center">**August 31, 2011**</p> <p>(For Salary Class Advancement, documents must be received by the PDC in the Mesa Academic Senate Office, A117, by this date to ensure proper time for multi-level approvals. HR must receive signed and approved forms no later than September 29 for October 1 effective date.)</p>	September 7, 2011
September 14, 2011	September 21, 2011
<p align="center">**September 28, 2011**</p> <p>(For Salary Class Advancement, documents must be received by the PDC in the Mesa Academic Senate Office, A117, by this date to ensure proper time for multi-level approvals. HR must receive signed and approved forms no later than Oct 31 for the November 1 effective date.)</p>	October 5, 2011
October 12, 2011	October 19, 2011
October 26, 2011	November 2, 2011
November 9, 2011	November 16, 2011
November 30, 2011	December 7, 2011
WINTER BREAK	
<p align="center">**January 25, 2012**</p> <p>(For Salary Class Advancement, documents must be received by the PDC in the Mesa Academic Senate Office, A117, by this date to ensure proper time for multi-level approvals. HR must receive signed and approved forms no later than February 27 for the March 1 effective date.)</p>	February 1, 2012
February 8, 2012	February 15, 2012
February 29, 2012	March 7, 2012
<p>PDC must receive Sabbatical Applications for 2010-2011 by this date in the Academic Senate office at Mesa College in Room A117 for faculty member to be considered for a Sabbatical Leave.</p>	<p>Sabbatical Leave Announcements made by April 20, 2012</p>
	March 21, 2012 (Sabbaticals)
<p align="center">**April 11, 2012**</p> <p>(For Salary Class Advancement, documents must be received by the PDC in the Mesa Academic Senate office, A117, by this date to ensure proper time for multi-level approvals. HR must receive signed and approved forms no later than April 30 for the May 1 effective date)</p>	April 18, 2012
April 25, 2012	May 2, 2012

PDC website for forms, guidelines, and FAQ:
http://www.sdmesa.net/faculty_senate/professional_growth/index.html