

## Appendix H: Faculty Professional Development Application

To use Professional Development funds, a faculty member must submit an application. The application form and its supporting materials are to be routed a minimum of three weeks in advance of the event to the Department Chair/Director, Administrative Staff, Dean, and Provost/VPAA for their signatures and submitted electronically.

### Faculty Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI \_\_\_\_\_  
State of Residence: \_\_\_\_\_  
Department/School: \_\_\_\_\_ Campus Address: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Campus Phone: \_\_\_\_\_  
Full-Time Status: \_\_\_\_\_ Tenured \_\_\_\_\_ Not-tenured \_\_\_\_\_

### Summary of Professional Development Activity

Title of Activity, e.g. conference. \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Level of Organization:    State        Regional        National        International

Location of Activity: \_\_\_\_\_ Dates: \_\_\_\_\_

### Reason for Attendance

Meeting Presentation:    Paper        Poster        Other

Title of Presentation: \_\_\_\_\_

\*Type of Selection:        Refereed        Juried Exhibition/Performance

\*Refereed publications and juried exhibitions/performances are those that are peer reviewed, ie. competitively judged and selected by your peers.

### Documentation Required:

1. A copy of the acceptance notification or event program.
2. An abstract of the presentation.
3. Travel Authorization (if applicable)
4. Must provide document of award, grant or other funding source.

**Sources of Funding**

**Estimated Expenses:**

	<b>Fund</b>	<b>Org</b>	<b>Acct</b>	<b>Amount</b>
Registration:				
Meals:				
Transportation:				
Lodging:				
Other - Travel Related:				
Total:				

The information above is complete and accurate and the required documentation is attached.

**Non-Travel Professional Development: Provide justification for purpose and documentation.**

Justification:

Fund	Org	Account	Total
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**REQUIRED SIGNATURES:**

Faculty Member:	Date:
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Chair/Director:	Date:
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Dean:	Date:
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Provost:	Date:
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The form must be complete, include all required signatures, and be submitted either in hard copy or electronically with the specified supporting documentation. Submissions are to be routed from the faculty member to the Department Chair/School Director, Administrative Staff, Dean, and Provost/VPAA.

Original receipts are required for reimbursement of expenses. All receipts and travel expense forms must be submitted within ten days of the completion of travel.