

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:

| | Fund | Org | Acct | Amount |
|-------------------------|------|-----|------|--------|
| 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 |
|------|-----|---------|-------|

REQUIRED SIGNATURES:

Faculty Member: _____ Date: _____

Chair/Director: _____ Date: _____

Dean: _____ Date: _____

Provost: _____ Date: _____

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.