



Request for Faculty Development Funds

Requested by: _____

Date of Request: _____

Goal:

____ Professional Academic Development (attendance or participation at conventions, meetings or workshops or for technology)

____ Scholarship (research paper, research poster, scholarly non-research paper, non-research poster, attendance only)

Nature and purpose of activity

Objective: _____

Circle Intended Benefit (circle all that apply): Personal Students Division College

Description of Benefit: _____

Sponsoring Organization: _____

Location: _____

Date(s): _____

Plan for Dissemination of Information

- ____ Course/Curriculum Inclusion
- ____ Newsletter
- ____ Division Meeting
- ____ Faculty Development Activity
- ____ Other: _____

Anticipated expenses

Attach completed request to attend Workshop, Seminar, or other Event Form.

Division Director Recommendation:

Approval _____

The requested activity is within the faculty member's allocated funds for the year. _____

The recommended activity has potential benefit for the individual faculty member. _____

Other _____

Denial: _____

Funds allocated: _____

Division Director Signature: _____ **Date:** _____