



FACULTY APPLICATION FORM

Professional Development Committee

Name: _____ Date of application: _____

E-mail: _____ Office Phone #: _____ Home Phone #: _____

Name of faculty chair writing letter of support: _____

For full-time faculty, Professional Development Committee funds are intended to support opportunities with costs beyond the annual \$850 that is allocated to you. Explain how you plan to use the annual allocation this year. _____

Date(s) of the opportunity for which funding is requested: _____

Total amount of funding requested (itemized budget attached) \$ _____

Name or brief explanation of opportunity: _____

Have you previously received Professional Dev. Committee funding? *Circle one:* YES NO

If yes, list all date(s), project(s) and amount(s) granted. Do not expect the committee or support staff to research this information for you. _____

For Office Use Only: Application Form Proposal Budget Letter of Support

FACULTY APPLICATION FORM
Professional Development Committee

Guidelines:

1. Funds are intended for significant professional opportunities, such as: new course development; travel for continuing education or research; or travel to conferences, workshops and master classes.
2. The Professional Development Committee reviews written proposals three times per year. Application due dates: October 15, March 1, and May 1.
3. School funds should not be used to support travel for which an honorarium is paid unless expenses greatly exceed the honorarium received.
4. Higher priority will be given to faculty members applying for first-time funding.
5. Retroactive applications will be considered only in exceptional cases.
6. Funding will be given in roughly equal amounts. In order to support more applicants, there is a \$1,000 cap on faculty requests. Exceptions may be approved for special cases or for proposals involving international travel.

Instructions:

1. Attach a one-page, typed proposal including a description of the professional opportunity and itemized budget.
2. In your budget, detail the costs directly related to the research, performance or presentation (hotel, transportation, tuition fees, *no food allowance*). Please list other possible funding sources, if applicable.
3. Course development proposals must be for new courses or initiatives. Describe in detail the materials needed and estimated cost of release time for course preparation.
4. Full-time faculty **MUST** demonstrate professional opportunity/need beyond the annual allocated professional development amount of \$850. Part-time faculty should describe how this opportunity is related to their current teaching at Eastman.
5. Submit application to: Academic Affairs Office, ESM 110.
6. Incomplete applications will not be considered by the Committee. Be sure all required items are included.