

## Adjunct Faculty Professional Development Fund Guidelines

### Guidelines:

1. All members of the Adjunct Faculty Union are eligible for Professional Development Funds.
2. Application for funds and receipts must be submitted to the Union on the approved form within 15 days of the event.
3. Professional Development funds are available for conferences, seminars, workshops, or other training sessions related to the adjunct faculty member's teaching.
4. Awards are limited by availability of funds, the maximum award for any individual in a fiscal year (July 1-June 30) is \$1,000.00. Priority is "first come/first served" for individuals who did not receive an award during the preceding fiscal year.
5. A brief report to the department chair describing how the experience improved teaching must be submitted before the end of the semester (Fall, Spring, or Summer) in which the event occurred.

### The following are not covered by Professional Development Funds:

1. Conventions and scheduled meetings arranged by a professional organization for its own membership, whether or not the applicant is a member.
2. Training mandated by outside agencies or contracts.
3. Books for classes.

This policy may be amended by agreement between the University and the Union if necessary.



# Professional Development Request Form Adjunct Faculty

First Name

Last Name

Department

Phone

E-mail

Purpose of Request

Date(s) of Professional Development

Location of Event

Describe how the proposed conference or event will enhance your teaching capabilities and enhance the reputation of the university.

Expenses:

Conference Registration Fee:

Travel:

Other (specify):

Total:

Do you have receipts for professional development expenses already incurred?

Required statement by adjunct faculty requesting funds:

I understand that the purpose of professional development funds for Adjunct Faculty is to enhance the teaching capabilities of the adjunct faculty and continued enhancement of the UML reputation. To obtain reimbursement for approved professional development expenses, I agree to submit receipts within 15 days of the event. I also agree to submit a brief report to my department chair describing how the experience improved my teaching before the end of the semester (Fall, Spring, or Summer) in which the event occurred. I understand that awards are limited by availability of funds, that the maximum award for any individual in a fiscal year (July 1 - June 30) is \$1,000.00, and that priority is "first come/first served" for individuals who did not receive an award during the preceding fiscal year.

Signature

Date

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Please approve or deny this request:

Approve

Deny

Explanation:

Name, Title, Union Representative

Date

Signature

Please approve or deny this request:

Approve

Deny

Explanation:

Name, Title, Administration Representative

Date

Signature

*Note: Approval of both representatives is needed to receive an award.*

12/15/15