

# FACULTY PROFESSIONAL DEVELOPMENT ACCOUNT AUTHORIZATION FORM

Individual Professional Development funds are designed to support travel associated with professional meetings, conferences and groups for the purpose of:

- Engaging in ongoing professional conversation that advances faculty members' knowledge of their disciplines;
- Sharing one's own scholarly or creative work with others in the field; and,
- Advancing knowledge of pedagogy or other areas pertinent to a faculty member's teaching assignments.

Individual Professional Development funds can also be used toward non-travel expenses up to a **maximum of \$250.00 per year**. These funds may be used for the following purposes:

- Annual membership dues in academic and professional organizations. This will not include lifetime membership fees;
- Entry fees for art and creative writing contests;
- Page and subvention fees for publication in academic and professional journals;
- Tuition for ongoing education; and,
- Material costs for scholarship, research, and creative activity, including (but not limited to) items such as books, computer software, and supplies for creative work.

**I. Name** \_\_\_\_\_

**Department** \_\_\_\_\_

**II. Event** (Name of meeting/conference/workshop/course)  
\_\_\_\_\_

**Role at event** (Presenter, participant, moderator, panelist, organizer, etc.)  
\_\_\_\_\_

**Destination of Travel** \_\_\_\_\_

**Dates of Travel** \_\_\_\_\_

**III. Non-Travel Expense** \_\_\_\_\_

**IV. Statement of Purpose** (Provide a statement of how your proposed travel and/or Non-Travel Expense supports your professional development as defined by the above definition and how it is linked to your specific overall professional development plan.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## IV. Approval

I approve this request. The travel and/or expense that is described supports this faculty member's professional development goals and is consistent with the Personnel Committee's ongoing reviews of this individual.

**Signature of Department Chair** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of VPAA** \_\_\_\_\_ **Date** \_\_\_\_\_