

UAM Faculty Development Funds Request

Name _____ Division/School _____

Event in which you wish to attend/participate _____

Dates of Event _____

FUNDING PRIORITY SHOULD BE GIVEN TO:

- projects directly related to applicant's teaching assignment that show some direct benefit in the classroom/lab area
- projects directly related to curriculum development, instructional technology, teaching methodology, and/or student retention
- participation in a national meeting for the applicant's academic discipline
- workshops, et cetera, designed to maintain or to enhance academic skill relating to the applicant's specialty field
- projects/participation that prepares for the writing & submission of grant proposals

Disbursement is at the discretion of the academic unit head.

- Faculty Development Funds are not for continuing education units or coursework leading to an advanced degree.
- The amount of funding for reimbursement is limited to current university/state travel policies

Submit this form, a budget of all expenditures, and a brief justification.

Approved: _____

Denied: _____

Signature of Academic Unit Head

Date

Academic Unit Head – Forward a copy of approved requests and related materials to the Provost. Each unit is required to maintain a summary of all Faculty Development Funds allocations.