

Professional Development Fund Application Form

The University has created a Professional Development Fund for (a) part-time Unionized Faculty members who have completed two semesters of teaching and (b) all full-time Unionized Faculty members.

Salutation (Ms., Mr., Dr., etc.):

Name:

Email:

Department:

Today's date:

Total amount requested (maximum of \$600 per application)

This is my 1st 2nd 3rd request this academic year

Description of Project:

Rationale/Justification:

Detailed Budget: (Describe and, if necessary, attach)

Anticipated Date of Expenditure:

If this is for an event, conference, residency, etc., what is the first date of the event?

PLEASE DO NOT ATTACH ANY RECEIPTS, REIMBURSEMENT FORMS, OR SIMILAR DOCUMENTATION. APPROVED APPLICANTS WILL SUBMIT FINANCIAL INFORMATION TO CASFINANCE@LUC.EDU*

Once completed, send this form to your chairperson for approval. From there it will go to the Dean's Office, then to the Professional Development Committee. Applications are sent to the committee in one batch at the beginning of the month. If you need funds sooner than one month from today, please have your chairperson contact the dean's office right away.

**Professional Development Funds
Chairperson Review Form**

Department:

Applicant's Name:

Applicant's Rank:

Lecturer

Advanced Lecturer

Senior Lecturer

Adjunct Faculty

Instructor

Part-Time Faculty (has completed two semesters of training)

Chairperson's Name:

I strongly recommend this application

I moderately recommend this application

I slightly recommend this application

I do not recommend this application

Comments:

Chairperson's Signature:

Today's Date: