

FACULTY DEVELOPMENT FUND REQUEST FORM

PHILOSOPHY

Faculty development funds should be spent for activities that are for the improvement of a faculty member's performance in the area of assigned responsibility. Examples may be conferences, workshops, professional journals, courses, or membership in professional societies. Faculty are encouraged to share with other faculty members what was experienced at a developmental activity.

ELIGIBILITY

All faculty – full-time, part-time, and adjunct are eligible to apply for funds. Requests will be granted on a first-come, first-served basis.

AMOUNT

Each full-time faculty member may request up to \$250 per academic year. Part-time may request funds in proportion to the number of credits taught.

¾ time	\$200
½ time	\$150
¼ time	\$100

Faculty members may accumulate “banked” funds of up to \$1000 by not using the fund for four consecutive years. If the faculty member agrees, s/he may also “borrow from the following years funds to bring the maximum amount for a request up to \$1250.

When applying, part-time and adjunct faculty need to supply a copy of their teaching history at LSC. This will aid the committee in determining the full amount possible.

APPLICATION PROCEDURE

- **All requests must be pre-approved and will be denied after the fact.**
- Eligible employees complete the form and submit to Kent Voelkner, Rm E2106.
- **Applications must include documentation of the expense** (s.a. conference brochure, fee statements, etc.)
- The committee will review the application for completeness and confer to discuss if the request will be approved or denied.
- Employees will be notified of the approval/denial within 14 days of receipt of the application.
- Upon notification of approval, the applicant must work with Holly Valentine to set up a purchase order(s) to pay the appropriate vendor(s) before the activity occurs.

PURCHASING/PAYMENT PROCEDURES

Appropriate procedures for purchasing and payment of professional development activities will be provided with the notification of approved funds. There will no longer be transfers from faculty development funds to department budgets.

APPLICATION FOR FACULTY DEVELOPMENT FUNDS

Name _____ Date _____

Title, Location, Date, and Time of Class, Conference, Meeting, Workshop

Name of Journal/ Professional Membership

Funds Requested	Registration Fees	_____	Lodging	_____
	Tuition	_____	Meals	
	Transportation	_____	Breakfast	_____
	- Air	_____	Lunch	_____
	- Rental Car	_____	Dinner	_____
	- Private Car	_____ miles @ _____	Total Meals	_____
	Journals	_____	Membership	_____
	Other (Specify)	_____		

TOTAL REQUESTED \$ _____ **Signature** _____

ACTION TAKEN

___ **Approved**

_____	_____
Committee Signature, Date	Committee Signature, Date

_____	_____
Committee Signature, Date	Committee Signature, Date

___ **Denied** Rationale _____

Note: If the requested activity includes travel and time away from work, faculty are responsible for securing approval for release time and financial arrangements through the Professional Leave, Travel Requests, and Reimbursements policies. Information on these policies is available in the Employee Handbook. The committee approval for use of funds does not constitute supervisory approval nor by-pass normal purchasing procedures.