UNM-VALENCIA CAMPUS
FACULTY PROFESSIONAL DEVELOPMENT FORM
2015/2016 AY

The Faculty Professional Development Committee meets in the fall to consider stipend requests. To be considered for a stipend, all requests should be approved in advance of the activity and are subject to availability of funds. So, it is to your advantage to submit your requests early in the fall, since this is when most of the funds are designated. After the fall meeting, the committee meets periodically to disburse any remaining funds. The committee welcomes faculty members to attend meetings; please call the chairperson for the next meeting date. This year's chair is Heather Wood (925-8514 hdwood@unm.edu). Please submit your completed form and materials to the chair.

Fall semester: Submit form and receipt.
Spring semester: Submit form and receipt no later than March 31st.
Summer semester: Reimbursement will be held until after July 1st (start of new fiscal year).

Name: Teaching Field: Date:

E-mail:

Full-time ($750 max.)   Adjunct ($300 max.)

Title of Professional Development Activity (e.g. conference, etc.):

Date(s) of Professional Development Activity:

Location of Professional Development Activity:

Provide a description of the professional development activity, your role in the activity and how this contributes to your field (**attach forms and/or include link to website**).

Additional Comments:

Cost (See the UNM website with travel guidelines: www.unm.edu/~ubppm/ubppmanual/4030.htm):

Transportation: Airfare $_____ Mileage   @ . $

Lodging: $ x   nights = $_____ General Fees (Specify registration, etc): $

Per Diem: $ x   nights = $_____ Other Costs (Specify): $

Total Cost: $

                          Cost to be Paid by UNM-VC Department or Other Funding: $

                          Amount Requested from the Faculty Development Committee: $

For Committee Use Only

Approved For: $_____ Disapproved: _____ Date: _____

Reason Request Was Denied:

_____ _____ _____ _____
Chair of Committee Signature   Committee Member Signature   Committee Member Signature   Committee Member Signature