University of New Mexico-Valencia Campus
Faculty Professional Development Form
2018/2019 Academic Year

The Faculty Professional Development Committee meets in the fall to consider stipend requests. Full-time faculty are eligible for $750/year and Adjunct Faculty are eligible for $300/year. Funds are available for faculty only and must be used for approved Professional Development Activities that directly support and/or enhance the professor’s Teaching and/or Research. Approved events include Academic Conferences, Courses, Workshops, Retreats, and Colloquia. Requests must be approved prior to the activity and are subject to availability of funds. Please submit your form early in the fall to ensure access to funds. Forms can be placed in the mailbox of the chair or e-mailed for consideration. This year’s chair is Heather Wood (hdwood@unm.edu).

Name: ___________________________ Teaching Field: ______________________ Date: ____________
E-mail Address: ___________________________
Full-time ($750 max.): ___________ Adjunct ($300 max.): ___________
Title of Professional Development Activity: ________________________________
Dates 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):

Cost (See the UNM Policy Office Travel Guidelines):

| Transportation: | $_________ | Airfare/Mileage (Specify): | $_____ |
| Lodging: $ | x | nights = | $_________ | General Fees (Specify): | $_____
| 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:

__________________________    ______________________    ______________________
Heather Wood, Chair             Ben Flicker               Ariel Ramirez