

**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