



Faculty Professional Development Form 2023/2024 Academic Year (revised)

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 faculty member's teaching and/or research. Approved activities include academic conferences, courses, workshops, retreats, colloquia, research trips, and hired research services. Requests must be approved before the activity and are subject to the availability of funds. Please submit your form early in the fall to ensure access to funds. Kindly complete this form electronically using your system, and subsequently, send the forms via email to the chair, Andisheh Dadashi (andisheh@unm.edu), for review and consideration.

Name: _____ Maximum fund: _____ Date: _____ (Drop-down option)

Teaching Field: _____ E-mail Address: _____

Title of Professional Development Activity: _____

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 a link to a website):

The costs can be approximated (including tax). For more information, please have a look at [UNM Policy Office Travel Guideline](#)

Airfare/Mileage: = \$ _____ Other transportation: = \$ _____

General/Conference: = \$ _____ Other Fees: = \$ _____

Lodging: = \$ _____ Per Diem¹: = \$ _____

Other costs: = \$ _____

Total Cost: \$ _____ **Amount Requested from the Faculty Development Committee:** \$ _____

Cost to be Paid by Other Funding: \$ _____

===== For Committee Use Only =====

Approved For: \$ _____ Disapproved: ☐ Reason Request Was Denied:

Date: _____ (Drop-down option)

Andisheh Dadashi
(Chair)

Scott Kamen
(Co-Chair)

Ariel Ramirez

Precious Andrew

Laura Musselwhite

¹ Diem varies for different states. Please, have a look at UNM Policy Office Travel Guideline for more information.