



Faculty Professional Development Form 2022/2023 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 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. Forms can be emailed to the chair for consideration. This year's chair is Scott Kamen (skamen@unm.edu).

Name: _____ Teaching Field: _____ Date: _____

E-mail Address: _____

Full-time (\$750 max.): _____ Adjunct (\$300 max.): _____

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):

Cost (See the [UNM Policy Office Travel Guidelines](#)):

Transportation: _____ \$ _____ Airfare / Mileage (Specify): \$ _____

Fees: _____ \$ _____ General / Conference (Specify): \$ _____

Lodging: \$ x nights = _____

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

Total Cost: \$ _____

Cost to be Paid by UNM-Valencia Department or Other Funding: \$ _____

Amount Requested from the Faculty Development Committee: \$ _____

For Committee Use Only

Approved For: \$ _____ Disapproved: _____ Date: _____

Reason Request Was Denied:

Scott Kamen, Chair

Ariel Ramirez

Melanie Sanchez-Dinwiddie

Laura Musselwhite