

**University of New Mexico-Valencia Campus**  
**Faculty Professional Development Form**  
**2017/2018 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](mailto: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

\_\_\_\_\_  
Clifton Murray

\_\_\_\_\_  
Alice Lawson

\_\_\_\_\_  
Ariel Ramirez