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 = ________ $_______ Other Costs (Specify): $_______

Per Diem: $_______ x nights = ________ $_______ 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