UNM VALENCIA

Faculty Professional Development Form Instructions
(2026/2027 Academic Year)

Overview:

The Faculty Professional Development Committee is committed to supporting faculty members in their professional growth. This document outlines the guidelines for submitting stipend requests for professional development activities.

Eligibility and Funding:

- Full-time faculty are eligible to receive up to $1,650 per academic year.
- Part-time faculty (Adjunct) are eligible for up to $500 per academic year.
- Funds are designated for activities that directly support and enhance teaching and/or research efforts.

Submission Timeline:

- It is better to submit the request to the PD committee prior to the commencement of the activity.
- To ensure the availability of funds, it is recommended to submit applications early in the fall semester.

Approved Activities:

Approved professional development expenditures include, but are not limited to:

- Academic conferences, courses, workshops, and retreats.
- Colloquia, research trips, and hired research services.
- Purchase of books related to your field (which you may retain).
- Tools related to your field (to be registered as UNM-Valencia property but available for extended borrowing).

Funding Guidelines:

- Ensure to familiarize yourself with the UNM Policy Office Travel Guideline (Click Here) for detailed expense reporting requirements.
- The approved funds are contingent upon the availability and must be substantiated with relevant documents and receipts.
- For events straddling the fiscal year (June and July), reimbursement will be processed in the new fiscal year and deducted from that year's allocation. For part-time (adjunct) faculty, reimbursement depends on the terms and conditions of their summer contract.
- Note that faculty planning to attend international events will need prior approval from the Dean of Instruction in memo form. This memo should be sent to the administrator by the faculty member.

Reimbursement Process:

1. Submission: Complete and submit the PD form to the committee chair.

2. Review: The committee reviews the request and issues approval or denial, providing explanations where necessary. Once a request is processed, it is the faculty member's responsibility to work with the administrator to ensure that all deadlines are met. The committee does not keep track of when a faculty member uses the funds they were approved for.

3. Referral by Administration: Upon approval by the PD committee, the form is forwarded to our administrator.

   Please note:

   - The administrator does not keep track of the travelers' events and travel dates.
   - The administrator does not process any reimbursements until contacted by the traveler after the event.
   - The administrator ensures that all necessary documentation needed to process the reimbursement is collected.

4. Notification and Reimbursement: Once all documents are received, you will be notified by email whether the reimbursement has been approved or not. If approved, you will be reimbursed accordingly.

Special Notes:

- Reimbursements for expenses paid out-of-pocket will be processed only after the event.
- Travel reimbursement and payment requests must be submitted and appropriately substantiated in Chrome River Expense within sixty (60) calendar days of the last day of travel. Requests not submitted within this sixty (60) calendar day period after the conclusion of the travel will be included in the employee's wages and subject to tax withholding.
- A grace period of 180 days post-event is allowed for submitting reimbursement requests.

Contact and Submission:

- Please complete the PD form electronically and email it along with any relevant attachments to the committee chair (2026/2027), Precious Andrew, at pandrew@unm.edu.

Additional Information:

- If you require further details or have specific questions, you are encouraged to contact the PD committee chair directly. For questions about the reimbursement process and deadlines, you may contact the administrator.

Next Steps:

- The following page contains the PD form. Please fill out the form electronically, detailing each expense and associated costs in the provided sections.

We appreciate your cooperation and are here to support your professional development initiatives. Please ensure all information is accurate and complete to avoid delays in processing your request.

VALENCIA

Faculty Professional Development Form
2026/2027 Academic Year

Name: ______________________________ Full time: ☐ Part-time: ☐ Date: ___________

Teaching Field: ________________________________ E-mail Address: ____________________________

Title of Professional Development Activity: ____

Date(s) of Professional Development Activity: ____

Location of Professional Development Activity: ____

Below, provide a description of the activity, your role in it, and how it contributes to your field. Specify the cost and, if needed, add details in the appropriate box.

Airfare: $ ________	Transportation: $ ________
Conference: $ ________	Lodging: $ ________
Per Diem: $ ________	Subscription: $ ________
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: ☐

Date: ___________

Reason Request Was Denied:

____
Precious Andrew (Chair)

____
Andisheh Dadashi

____
Hamim Md Adal

____
Andrew Taylor

____
Joshua Frank Cardenas

____
Laura Musselwhite