

**PART-TIME FACULTY
PROFESSIONAL DEVELOPMENT
FUNDING REQUEST**

NOTE: ALL REQUESTS FOR PROFESSIONAL DEVELOPMENT FUNDS MUST BE RECEIVED BY THE PART-TIME FACULTY SECRETARY IN A-2130 AT LEAST TWO WEEKS PRIOR TO THE EVENT.

Which school did you list as your affiliation? _____

Name: _____ Date: _____

Mailing Address: _____ LID: _____

Division: _____ Best telephone number to reach you: _____

Department: _____

Length of service at Lakeland: _____ semesters Most recent semester teaching at Lakeland: _____

Which courses do you generally teach? _____

NOTE: (1) FUNDING REQUESTS MUST BE SUBMITTED, APPROVED, AND HAVE THE REQUIRED SIGNATURES BEFORE THE EVENT.

The maximum funding amount for a conference/seminar is \$300.00

NOTE: (2) BE SURE TO ATTACH A BROCHURE OR ANNOUNCEMENT OF THE CONFERENCE/SEMINAR TO THIS APPLICATION.

1. Title of conference/seminar/workshop: _____

2. Sponsoring organization (if different from #1): _____

3. Dates: _____

4. Location (city): _____

5. How is this conference/seminar relevant to your work at Lakeland? Please explain. _____

6. Are you a presenter at this event? Yes No

If yes, attach (1) a copy of the notification of acceptance and (2) the title of your presentation: _____

7. Will this conference/seminar cause you to miss your scheduled classes? Yes No

If so, what kind of provisions have been made to cover these classes? _____

8. Do you anticipate receiving software or other materials/equipment at this seminar/conference? Yes No

9. Do you have other sources of funding for this? Yes No

Explain: _____

10. Projected Expenses:

A. Travel

1. Air Fare \$ _____

2. Automobile _____ miles roundtrip at current rate \$ _____

**All travel will be considered as originating from the campus of the college,
or the home, if departure is from the home, whichever is closer to the destination.
(Refer to Lakeland College Policy #3354:2-36-01.)**

3. Other transportation (taxi, shuttle, etc.) \$ _____

B. Lodging \$ _____

C. Meals \$ _____

D. Registration Fees \$ _____

E. Miscellaneous (explain) _____ \$ _____

Total Expenses \$ _____

Total Funding Requested \$ _____

FORWARD TO YOUR DEPARTMENT CHAIR AND DEAN/ASSOCIATE DEAN

Department Chair Review

Recommended

Not Recommended

Comments: _____

Department Chair Signature: _____ Date: _____

Dean/Associate Dean Review

Recommended

Not Recommended

Comments: _____

Dean Signature: _____ Date: _____

FORWARD TO THE PART-TIME FACULTY SECRETARY IN A-2130

Part-Time Faculty Professional Development Committee recommendation:

Date _____

Yes No

Returned for Additional Information _____

Funding Amount \$ _____

PART-TIME FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE

Guidelines for Off-Campus Professional Development

1. **Eligibility:** After two semesters of service at Lakeland Community College, a part-time faculty member or tutor may apply for funding for participation in events sponsored by professional organizations. Credit-bearing courses or courses required to teach a course at Lakeland Community College are not eligible. To receive funding, the faculty member must be attending a conference event which is directly relevant to his/her work assignment at Lakeland, as determined by the department chair. A member of the Part-Time Faculty Professional Development Committee is eligible to apply for funding, but may not participate in the decision regarding his/her application. In such cases, the committee chair may vote in the place of the faculty member. Initially an individual may receive funding for a total of \$300. If after Feb. 15, funds are still available, an individual may apply for support for an additional event or events. No individual may receive more than \$300 support for a single event, or more than \$600 total support during one fiscal year.
Note: for multiple requests for one event - a maximum of \$600 per department per event to be distributed at the discretion of the department chair.

Lakeland Community College MUST be listed as an affiliated college in any conference listings, websites, promotions, programs, agendas, etc., in all digital and/or print items where the requestor's name will be listed.

2. **Application Process:** In order to be considered for funding, the applicant must submit a copy of the conference brochure or other conference information along with this application form. He/she will need to explain how the event is relevant to his/her instructional work at Lakeland, whether the event will require that the faculty member miss any classes, and if so, what provisions have been made for covering them. An application for funding must receive the approval of the faculty member's department chair and dean/ associate dean prior to consideration by the Part-Time Faculty Professional Development Committee.
3. **Expenses:** Approval for expenses must be obtained PRIOR to the professional development event. The funds granted may be spent on any conference/workshop related expenses which fall within the college travel guidelines. You will receive an email from the part-time faculty secretary, Chris Ujcich, after your request for funding has been reviewed by the Part-Time Faculty Professional Development Committee indicating if your request has been approved, along with the required travel forms. The faculty member must complete the Travel and Expense Report form and attach original itemized receipts in order to be reimbursed for any approved expenses after they have attended the approved event. All completed travel forms with attachments must be turned into the part-time faculty secretary in A-2130. IF YOU DO NOT ATTEND YOUR EVENT, YOU MUST NOTIFY THE PART-TIME FACULTY SECRETARY IN A-2130 PRIOR TO OR WITHIN 7 DAYS AFTER THE SCHEDULED EVENT.
4. **Other Sources of Support:** Applicants will be requested to provide information regarding other sources of financial support for participation in a professional development activity, including the amount of money anticipated from the other source(s). Such funding may be one factor considered by the committee in weighing its decisions.
5. **Acquisition of Materials/Equipment:** If the college has paid 50% or more of the cost of attending a seminar workshop in which participants receive computer software or other materials/equipment, such items will be considered the property of the college. However, if those items are of nominal value, the college may consider them not to be college property.
6. **Submission Deadlines:** All requests for Professional Development Funds must be received by the Part-Time Faculty Secretary in A-2130 at least two weeks prior to the event. Applications will be considered in order of submission at the monthly meeting of the Part-Time Faculty Professional Development Committee.
7. **Notification:** Applicants will be notified of the committee's decision by the Coordinator for Part-Time Faculty or designee.
8. **Funding Approval:** Contact Chris Ujcich, 440.525.7193, with any questions.