

Faculty Strategic Professional Development Fund Request *(form updated 3/2016)*

Faculty Member Name:

Amount Requested:

Approximate timeframe for funds use:

Please describe the request, including its strategic purpose for DUSON (attach additional documentation if needed such as a brochure, letter of invitation, etc.):

Signature of Faculty Requestor

Date

Approval of Division Chair

Date

Faculty should submit requests to his/her Division Chair. The Division Chair will approve or disapprove the request and notify the faculty member of the outcome. A signed copy will be returned to the faculty member or an explanation will be given if request is not supported.

Include a copy of this form, if approved, with receipts submitted to the Business Office. Division Chairs should retain a copy of requests for their files.