

NAZARETH COLLEGE
Faculty Request for Professional Development Funding

Name: _____ Date of request: _____

Faculty member's signature: _____

(My signature acknowledges that I have read the Nazareth travel policies as well as the policy on page 2 of this document and I accept all of the applicable terms of these policies).

Rank: _____

Department/Program: _____

Purpose (Brief description of the need for funding; see page 2 for commonly supported purposes):

Title of conference *and* title of paper/panel/workshop (if any): _____

Destination/Location of conference (venue, city, and state): _____

Departure date: _____ Return date: _____

Conference dates: _____

Is this your 1st priority for funding for the year? No Yes

ESTIMATED TRAVEL EXPENSES (See Notes on next page):	FUNDS REQUESTED:
1. Transportation	
a. Mileage: Total miles _____ x \$0.535	_____
a. Airfare	_____
b. Other transportation costs (e.g., trains, taxis, car rental, rental gas, parking, tolls, etc.) (Specify: _____)	_____
2. Lodging	_____
3. Meals	_____
4. Conference registration	_____
5. Other (Specify: _____)	_____
TOTAL FUNDING REQUEST:	=====

Department Chair's Evaluation (required):

Department Chair's Signature _____
Date

PLEASE SUBMIT A PRINT COPY OF PAGE 1 TO THE DEAN'S OFFICE

For Dean's Office Use:

Already received funding for this fiscal year: No Yes → Amount? _____

Approved funding and source for this request:

\$ _____ *Dean's Faculty Development Fund* Dean's Approval _____

\$ _____ *Other Funding* Date: _____

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All full-time faculty members are eligible to apply for Faculty Professional Development Funding. Support for conference or workshop travel and/or support for other scholarly or creative activity is, in most cases, limited to a maximum amount per year, but funding is not guaranteed. Applications from pre-tenure faculty will receive priority. Applications for support for travel to conferences to present or otherwise participate will receive priority over applications to attend only.

Academic departments may supplement Faculty Professional Development Funding from the Dean's Office with funding from departmental restricted accounts. Department Chairs, in consultation with faculty colleagues, should prioritize requests for Faculty Professional Development Funding, recognizing that funding is limited. Faculty members are expected to contribute to their own professional development.

The most commonly supported purposes of funding requests include the following:

1. Giving a paper or presentation on the program at a professional conference in the faculty member's discipline or at a conference or workshop on the scholarship of teaching and learning;
2. Participating as an officer, session chair, or respondent/discussant at a professional conference or in a professional organization;
3. Undertaking activity of importance to a faculty member's scholarly or creative agenda;
4. Working on a scholarly or creative project of demonstrated significance;
5. Participating in a conference or workshop in support of academic leadership and administrative responsibilities;
6. Participating in a conference or workshop for professional development;
7. Other support for publication/presentation of peer-reviewed work.

Notes:

1. The fiscal year is from July 1 to June 30.
2. Please reference the [Nazareth Travel and Entertainment Expense Reimbursement Policy](#).
3. Only full-time faculty members are eligible for Professional Development Funding. Any exceptions must be approved by the Dean's Office.
4. Please submit your request for Professional Development Funding at least three weeks in advance of your intended departure.
5. Please request and use Purchase Requisition(s) and/or Travel Advance to pay for major expenses in advance, when possible, to benefit from Nazareth's corporate tax-free status. Please submit your completed Purchase Requisition(s) to the Dean's Office, once your request has been approved. Faculty members who opt to pay for approved expenses with a personal credit card may not request reimbursement **prior to** their travel.
6. In your request for funding, please provide accurate estimates. For example, when estimating your lodging costs, please cite the conference hotel's rate, including taxes and other fees.
7. For approved expenditures, please submit to the Dean's Office as applicable: [Nazareth Faculty Travel Expense Form Coversheet](#), all of your *original itemized receipts*; copies of your Purchase Requisition(s) and/or Request for a Travel Advance; and a copy of your funding approval email within ten business days of your return.
8. If you are denied your request for funding, receive only partial funding, or your actual expenditures exceed the amount you are awarded, please retain your original itemized receipts. Toward the end of the fiscal year, if funds remain in the Faculty Professional Development budget, the Dean's Office will issue a call to those faculty members who fall within these three categories to request reimbursement.