

Adjunct Professional Support and Development Request Form

Eligibility Guidelines

- An adjunct faculty member may apply for one (1) or a combination of three (3) grants per year from the fund, but not to exceed on an individual or cumulative basis \$750.
- To be eligible, the adjunct faculty member must have taught at least one (1) Fall or Spring semester at the College in each of the five (5) Years immediately prior to a given semester.
- The funds may be used for research in his/her field, travel, room, board or other expenses incurred for verifiable active participation at an academic or professional conference or meeting.

Application Process

- Applications are reviewed and approved at the start of the Fall and Spring semesters. The Adjunct Faculty member must submit this application and supporting documentation to the Office of the Vice-President of Academic Affairs by no later than September 15th for the Fall Semester and February 15th for the Spring Semester.
- The Adjunct Faculty member may apply for funding for a conference they previously attended up to 3 months prior to the semester due date, but they should be aware that the availability of funds are limited.
- The Vice President for Academic Affairs (or designee) will review each application.
- Applicants will be notified of the decision to approve or deny in writing.

Name:			
Conference:			
Dates Attending:		From:	To:
Conference Location:			
Budget: Please provide a proposed Budget (in detail)	Item	Description/Detail	Cost
	Travel:		
	Hotel:		
	Meals:		
	Conference Registration:		
	Other:		
		Total Funding Requested:	
Narrative Description of Project: Please attach supporting documentation describing the conference and the scope of your participation and how it will enhance your professional development and scholarly research. Appropriate documentation should include conference flyer, web page, etc.			

Reviews/Approvals

Division Chair:	_____ Date: ____/____/____
Associate Vice-President for Academic Administration:	_____ Date: ____/____/____
Vice-President for Academic Affairs:	_____ Date: ____/____/____
Amount Awarded:	\$ _____