COLLEGE OF ARTS AND SCIENCES
REQUEST FOR SUPPORT FOR PROFESSIONAL DEVELOPMENT
FOR PROFESSIONAL STAFF

In the College of Arts and Sciences each department/center in conjunction with the College Office provides professional development opportunities for its professional staff. These activities are jointly funded by the department/center (one-third) and the College Office (two-thirds), or as negotiated. The professional staff member is expected to provide a brief written request outlining the relationship between the professional development opportunity and the enhancement of his/her assigned responsibilities. The request must be accompanied by a letter of endorsement from the applicant's supervisor. A brief report on each professional development experience is to be filed with both the department/center and the College Office.

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NAME _____ DEPARTMENT _____

DATES OF PROGRAM/TRAVEL _____ DESTINATION _____

DESCRIPTION OF PROFESSIONAL
DEVELOPMENT OPPORTUNITY _____

_____

_____

BRIEF OUTLINE OF THE RELATIONSHIP BETWEEN THE PROFESSIONAL DEVELOPMENT OPPORTUNITY REQUESTED AND THE ENHANCEMENT OF ASSIGNED RESPONSIBILITIES: _____

_____

_____

_____

_____

(Professional staff member to complete this section)	(To be completed by College Office)
TOTAL ANTICIPATED EXPENSES $	Support Committed by College Office:
Amount committed by department/center $	
Amount committed by other sources $	$ _____
Support requested from College Office $	
_____ (Faculty Member) (Date)	_____ (Dean)
_____ (Department Head) (Date)	_____ (Date)

Please forward documentation of expenses to the College Office after the travel/program has been completed and your department/center account will be reimbursed.

03-26-98