COLLEGE OF NURSING AND HEALTH SCIENCES
DEAN’S OFFICE
APPLICATION FOR SUPPLEMENTAL PROFESSIONAL DEVELOPMENT

Staff in the CNHS (at .75 FTE or greater) are eligible to apply to the Dean’s Office for professional development dollars under the following conditions:

- Requests will be considered if they directly support a staff member’s ability to enhance her/his performance in her/his current position or within the context of a college contribution.
- Applications will be considered beginning December 1 through February 1. Funds are to be used during the same fiscal year the application was submitted.
- Staff may apply for support to participate in one professional development opportunity per fiscal year.
- Staff who have not been awarded professional development funds will be considered before those who have received professional development funds within the last two most recent fiscal years.

$5,000 has been allotted to this initiative during the 2016-2017 academic year, applications will be accepted by the first of each of the following months—

December 1 and February 1—

and decisions will be made by the 15th of each of these months with dollars awarded until funds are gone. Please complete the following application and submit to the Dean’s Office. The Dean and Assistant Dean for Business Operations will review all applications.
APPLICATION FOR STAFF PROFESSIONAL DEVELOPMENT FUNDS

NAME: ___________________________ DATE: _________________

PROFESSIONAL DEVELOPMENT ACTIVITY:
_______________________________________________________________________________

DATE(S): __________________________________________

LOCATION: __________________________________________

1. How will your participation in this activity enhance your performance in your current position or make a contribution to the college?

2. Other comments you would like to be considered in the review of your application:

PLEASE OUTLINE THE BUDGET YOU ARE REQUESTING BELOW: (please include any other funding sources you have received to facilitate your participation)

Transportation
Lodging
Meals Registration
Other:

TOTAL:

TOTAL REQUESTED FROM THE DEAN’S OFFICE: __________