**Professional Development Fund Request for Part-Time Faculty in the Rubenstein School**

Part time faculty (Lecturer I, II, and III) may seek support for professional development.  The guiding language from the current Part-Time CBA is in Section 19, which states in part:

“This fund will be available only for those unit members who are classified as Lecturer III, Lecturer II, or a Lecturer I who has taught a total of eighteen (18) credits or more. A Lecturer III, Lecturer II or Lecturer I qualified as set forth above shall have the right to apply for such funds for authorized expenses incurred in travel for professional development or for other professional development purposes. *Faculty seeking such funds shall apply to their dean or director who shall make a recommendation to the Provost on the merits of the request.* Final decisions on faculty applications as to whether to approve funds or not will be made by the Provost or his or her designee, taking into account availability of funds, competing applications for support, and the relevance and benefit, short and long term, of the proposed travel or other professional purpose to the faculty member and college/school and University. Any additional criteria and procedures for application shall be developed by the faculty at the college or school level.”

**Instructions:**

Please submit this completed form to the Assistant to the Associate Deans at [RSENRDeansEA@uvm.edu](mailto:RSENRDeansEA@uvm.edu) and cc Associate Dean for curriculum (currently Jen Pontius [Jennifer.Pontius@uvm.edu](mailto:Jennifer.Pontius@uvm.edu)).

This information will be reviewed and forwarded to the Provost’s Office for approval. Please note that final decisions for support are made by the Provost’s Office and funding support for professional development is held centrally.

If the expenditure of Professional development funds is approved by the Provost’s Office, please work with the [RSENR Business Services Center](https://www.uvm.edu/rsenr/businesscenter) to coordinate the administration of payments or reimbursements. Instructions and forms are available online at https://www.uvm.edu/rsenr/businesscenter and should be submitted to the RSENR Business Services Help Desk at , 802-656-2592.businessservicecenter@uvm.edu, 802-656-2592.

Please note that funds must be spent in the fiscal year that they are requested.

**Please complete the following information:**

YOUR NAME:

EMAIL:

CURRENT APPOINTMENT IN RSENR:

TODAY'S DATE:

REASON FOR REQUEST:

ANTICIPATED TOTAL COSTS: $

Specific (itemized) costs:

BRIEF JUSTIFICATION:

DATE(S) FUNDS WILL BE SPENT:

***For internal use only***

Date received in Dean’s Office:

Recommendation to the Provost:

Short statement of support for applicant to engage in this professional development, including value to the applicant and program.

*Provost’s Decision:*

*Date Approval Received from Provost:*

*Total Funds Approved:*

*Date faculty notified of decision:*