

**APPENDIX C (1): APPLICATION FOR FACULTY EDUCATION FUND**

**Eligibility to Apply:** Completion of at least four terms employment by PSU; and membership in the part-time faculty bargaining unit during the academic year preceding or during the year in which the course is taken. If you have any questions, call the PSU Faculty Association at (503) 224-3090.

Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Department: \_\_\_\_\_

(1) List the two terms you have worked at Portland State University and the courses taught, if applicable:

Year Taught	Department, Course No.	Course Title

(2) List the term, course(s), and credit hours you plan to take [complete a separate form for each academic term]:

Term	Department, Course No., Credit Hours	Course Title

(3) Please attach an explanation of how the course(s) you plan to take fits into the development of your career.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return this form to the PSU Faculty Association via email to [benefits@psufa.org](mailto:benefits@psufa.org) or drop at our office, SMSU Rm. 1 (Smith Memorial Student Union, box outside the office)**

**Please observe the following deadlines.**

September 1 for Fall term courses

March 1 for Spring term courses

December 1 for Winter term course

June 1 for Summer term courses

**\*\* Please note that incomplete forms cannot be processed. \*\***

**Pursuant to Article 13, Section 1, of the PSU & AFT Agreement:** Faculty member pays \$24.00 per credit hour. The balance of the instructional fee (tuition) will be charged to index OAA030 as a fee remission. All other fees (resource, building, incidental, health service, and any course-specific fees) will be remitted against the specific income account, as appropriate.

<i>For PSU Faculty Association Use Only</i>	_____	Approval for the Association	_____	Date
<i>For OAA Use Only</i>	_____	Approval for the University	_____	Date
<i>For Cashiers Use Only</i>	_____			