

APPENDIX C (2): APPLICATION FOR PROFESSIONAL DEVELOPMENT FUND

Eligibility to Apply: Membership in the part-time faculty bargaining unit during the current academic year; and completion of at least six terms working at the University. 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: _____

List the most recent academic years you have taught at Portland State University and the courses taught:

Year Taught	Course No. and Course Title

Briefly describe the activity for which you are applying for funding: _____

Dates of Activity: _____ Total Amount Requested: \$ _____

Attach a one-page explanation of how the activity described above fits into your academic responsibilities at Portland State and to the development of your career. Include a brief budget statement and **obtain the signature of your department chair or chair-equivalent in the space provided below.**

Employee Signature	Date
<p>Notice to Dept. Chair or Designee: Your signature of support is required for this faculty member applying to the Office of Academic Affairs for funds to promote professional development activities. During the appropriate fiscal year, OAA will transfer funds into the index code you indicate below.</p>	
Signature—Dept. Chair/Designee	Title
	Date

Return this form to the PSU Faculty Association via email to benefits@psufa.org or drop at our office, SMSU Rm. 1 (Smith Memorial Student Union, box outside the office)

Please observe the following deadlines.

- August 1: for Fall term activities (October through December)
- December 1: for Winter and Spring term activities (January through June)
- May 1: for Summer term activities (July through September)

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

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