

## Adjunct Faculty Professional Development Fund Guidelines

### Guidelines:

1. All members of the Adjunct Faculty Union are eligible for Professional Development Funds.
2. Application for funds and receipts must be submitted to the



Required statement by adjunct faculty requesting funds:

I understand that the purpose of professional development funds for Adjunct Faculty is to enhance the teaching capabilities of the adjunct faculty and continued enhancement of the UML reputation. To obtain reimbursement for approved professional development expenses, I agree to submit receipts within 15 days of the event. I also

Please approve or deny this request:

Approve

Deny

Explanation:

Name, Title, Administration Representative

Date

Signature

*Note: Approval of both representatives is needed to receive an award.*

12/15/15