

**STETSON UNIVERSITY
College of Arts and Sciences
REQUEST FOR FACULTY DEVELOPMENT FUNDING**

Date of request: _____

Name/Rank/ _____
Department: _____

Purpose (brief description of need for funding; see page 2 for commonly supported purposes). Include Date(s) and Title of Conference and paper (if any).

Destination: _____

Departure Date: _____ Return Date: _____

TRAVEL EXPENSES

**FUNDS
REQUESTED**

1. Transportation

Mileage: (@ \$0.445 mi) Total miles: 0 \$0.00

Arline Travel: _____

2. Lodging

3. Meals (estimate only; must have receipts for reimbursement)

4. Conference Registration

Total funding request: \$0.00

Details of funding requests other than travel (support of scholarly/creative activity)

Signatures:

Faculty Member

Department Chair

Please return to Carol Harris in the Dean's Office.

For Dean's Office use:

Approved funding and source:

\$ _____ [consolidated fund]

\$ _____ [CASAB donor funding]

\$ _____ Other

Dean's Approval

Date

The most commonly supported purposes of funding requests include the following:

1. Giving a paper on the program at national or regional conferences in the teaching discipline.
2. Participating as officer, session chair, or respondent at a national or regional conference or in a professional organization in the teaching discipline
3. Undertaking scholarly activity of clear importance to the tenure portfolio
4. Working on a project of importance to a scholarly agenda of demonstrated national significance
5. Participating in a conference or workshop on the course-unit curriculum or engaged/enriched pedagogy for that curriculum.
6. Participating in a conference or workshop in support of academic leadership and administrative responsibilities
7. Co-presenting conference papers or posters with students
8. Other support for publication/presentation of peer-reviewed work (providing page costs for publication, illustrations for articles, indexing for books, crates for shipping art, etc.)

Aug 2011/ceh