**Application to**

**College of Arts, Humanities, and Social Sciences**

**Dean’s Staff Professional Development Fund**

Name/Position:

Department:

Professional Development Activity/Purchase:

Event Dates:

Virtual/In-person:

Venue (If In-person):

**FOR THE APPLICANT**:

1. Name of the activity and organization or purchase.

1. Briefly describe the activity or purchase and how it will benefit you and the work you do for your department and the college.

1. Please attach information about the activity or purchase (if available, provide a link to the event or item).

1. Please attach an itemized list of estimated costs.
2. Other sources of funding:

**FOR THE CHAIR**:

1. How will the applicant’s work commitments be covered in his/her absence?

1. Is the Department or other source providing funds toward this professional development activity or purchase?

**Signatures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Staff member

(revised September 2023