

Faculty Professional Development Funding Request

Applicant Name:

Banner ID:

Travel Destination:

Travel Dates:

Purpose of Travel:

Total Amount Requested:

Based on FPD Travel Worksheet (see below)

Total Rubric Points:

Based on FPD Travel Award Ranking Rubric (see below)

FPD Travel Award Ranking Rubric:

Please select the relevant criteria from the list below. Any criterion requiring documentation is marked by an asterisk. Missing or incorrect documentation will mean that no points will be awarded for that criterion. Any misrepresentation in this rubric is grounds for your application being automatically disqualified; therefore, if you have any questions about the items on the rubric, please contact the chair of the Professional Development Committee before submitting your application.

--SECTION 1--

Travel Purpose (select only one):

(30 PTS) This is my first ever application for FPD Travel funds at FSW.

(30 PTS) *I am presenting my work at a conference (attach copy of acceptance letter)

(30 PTS) *This professional development opportunity is necessary to earn Continuing Education Units (CEUs) to retain credentialing or licensing in my field (Attach screenshot from the conference website specifying how many CEUs will be earned from attending.)

(15 PTS) *This professional development opportunity will improve my teaching, content knowledge, and/or college service. (Attach a narrative explaining how it will do so, including as much detail as possible. This narrative may be used by the committee to break a tie in rubric points.)

(0 PTS) None of the Above

--SECTION 2--

I facilitated a workshop at the TLC in the past 12 months:

Title:

Date:

(7 PTS) I will give a presentation on content related to this trip at the Center for Teaching and Learning Excellence or in some other capacity at the college.

--SECTION 3--

If awarded, this will be my first FPD travel award received this budget year.

--SECTION 4--

If applicable, select all that apply (supporting documentation required for each).

*(6 PTS) Leadership role at conference

*(6 PTS) Moderator/session chair at conference

*(6 PTS) Receiving an award at conference

*(6 PTS) Travel will contribute to ongoing research project

TOTAL POINTS SECTIONS 1-4

FPD Travel Worksheet

TRANSPORTATION

Airfare:

Rental Car(s):

Rental Car Fuel:

Mileage (@ \$0.445/mi):

Total Miles:

Parking Costs:

Taxi / Car Service:

Other:

Transportation TOTAL:

LODGING

Hotel Total:

Hotel Rate & # of Nights

MEALS

Breakfast (@ \$6/day):

Lunch (@ \$11/day):

Dinner (@ \$19/day):

Per diem [Last Day]:

Meals TOTAL:

MISCELLANEOUS

Registration:

Other:

Description

Miscellaneous TOTAL:

GRAND TOTAL:

Applicant e-signature:

Date:

Dept. Chair e-signature:

Date:

Dean e-signature:

Date:

It is the applicant's responsibility to forward this completed application to their department chair and then to their dean for e-signatures. An e-signature can be submitted using a AdobeSign or by typing in name/date in the above section.

Once the form has been completed, it should be submitted, along with any supporting documentation, via the Qualtrics submission form. [Click here to be taken to the Qualtrics submission page](https://fsw.qualtrics.com/jfe/form/SV_b16SjPmnqNOLY7s) or enter the following URL: https://fsw.qualtrics.com/jfe/form/SV_b16SjPmnqNOLY7s