

THE STEINHARDT SCHOOL OF EDUCATION
Adjunct Faculty Professional Development Fund Request Form

The Office of Faculty Affairs reviews and approves applications for the Professional Development Fund available to eligible adjunct faculty as per the Adjunct Contract. Eligible adjunct faculty may request up to \$1,000 and no more than one request will be approved in an academic year. To be considered for funding, adjunct faculty must complete the form below and submit their request to their department chair, who will forward the request to the Office of Faculty Affairs. If the request is approved, the Office of Faculty Affairs will return the form to the adjunct faculty with the approval signature of Assistant Dean for faculty Affairs.

Funds will not be advanced ahead of activities, are subject to all NYU business guidelines, and are available only as **reimbursement** for out-of-pocket expenses. To obtain reimbursement: submit **original** receipts, a copy of this form approved by the Assistant Dean and the appropriate NYU reimbursement form(s) to your departmental administrator (not the Office of Faculty Affairs). **Funds will be reimbursed based on actual expenses which may be less than that approved and may not exceed the amount approved.** The deadline for submission of this form to Faculty Affairs is 6/30/06; once approved, the deadline for submission of reimbursement forms to your department is 8/1/06.

Name:

Contact Information

University ID:

Phone:

Email:

Department:

Program:

Amount requested:

(1) Description of professional development activity.

(2) Ways in which it promotes professional development and/or relates to teaching.

Chair's recommendation:

Chair's signature: _____ **Date:** _____

Approved: _____ **Date:** _____

Joan Malczewski
Assistant Dean for Faculty Affairs