

Adjunct Faculty Professional Development Guidelines

- 1. Beginning in January 2008, all adjunct faculty applying for professional development funds must complete Faculty 101 successfully to be eligible for funds.**
- 2. Adjunct faculty must have taught for WVU Parkersburg a minimum of four semesters to be eligible for funds.**
- 3. Activity for funding must reinforce one of the following;**
 - a. One or more objectives from the Strategic Plan;**
 - b. One or more division-level objectives;**
 - c. Other activity approved by the Executive Dean for Academic Affairs.**
- 4. Funds must be applied for and spent during the semester requested.**
- 5. Adjunct faculty may not request funding for an activity that extends beyond the immediate semester of employment.**
- 6. Applications for adjunct funding must be submitted directly to the Executive Dean for Academic Affairs with the appropriate division chair signature and support at least two weeks prior to the activity.**
- 7. Maximum funding for any single project is \$500.**

Application Form for Adjunct Faculty Professional Development Funding Request

Name _____ Semester/Yr _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Please complete the following questions:

1. Number of Semesters Previously Taught at WVU Parkersburg _____
2. Have you completed Faculty 101? _____yes _____no
3. Which of the following does your professional development address?
_____One or more objectives from the Strategic Plan;
_____One or more division-level objectives;
_____Other activity approved by the Executive Dean for Academic Affairs.
4. What are the beginning and ending dates of your development request?
a. Beginning _____
b. Ending _____
5. How much money is being requested? (\$500 is maximum) _____

Please attach to this form a one page description of your project that includes an itemized budget. The applicable topics below should be included in your description.

1. Brief Narrative of Project that describes the area of emphasis in #3 above.
2. Budget
 - a. Travel
 - b. Registration
 - c. Food
 - d. Lodging
 - e. Materials
 - f. Other

I have reviewed this request and offer support for the project.

Division Chair

Date

SUBMIT THIS FORM AND YOUR ONE PAGE DESCRIPTION TO THE DIVISION CHAIR FOR SIGNATURE AND
THEN SUBMIT TO THE EXECUTIVE DEAN.