

# Professional Development Request FY23

Champlain College has a Professional Development Fund through which union-eligible adjunct faculty members may apply for reimbursement for professional development opportunities, which will contribute to the improvement of teaching. Reimbursement for approved activities will be in accordance with the College's travel and reimbursement [policies and procedures](#).

To be eligible for professional development funds, an adjunct faculty member must have taught at least 12 credits at Champlain College. The request must be submitted prior to the proposed activity and should indicate how the opportunity will enhance his or her pedagogy.

To request funds, please complete the form below and send it via email to Kellie Nadeau at [knadeau@champlain.edu](mailto:knadeau@champlain.edu)

## Step 1: To be completed by union-eligible adjunct faculty

Name:

Division:

Professional Development Opportunity:

Location:

Date:

Please briefly explain how this will contribute to teaching at Champlain College:

Amount Requested (maximum \$1000):

## Step 2: Status of Request Reviewed by Provost:

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied      Note: \_\_\_\_\_

Signature:

**Step 3: If approved, please complete the [expense reimbursement form](#), located on the Faculty/Staff portal on the College's website. Please return this completed form to the Provost's Office, Box #6, or email to [acadaffairs@champlain.edu](mailto:acadaffairs@champlain.edu) for processing.**