

Berea College Faculty Professional Development Request Form

Introduction.

The following is the form to submit a Faculty Professional Development Fund Request.

If you have technical issues with this form, please email Sarah Broomfield (broomfields@berea.edu; ext. 3487).

Please note that upon submission of this form, a copy is automatically sent to the Dean of Faculty, Matt Saderholm.

Q1. Please provide the following:

First Name

Last Name

E-mail

B# (include B)

Q2. Please select your division(s):

Division I

Division V

Division II

Division VI

Division III

Not assigned a Division

Division IV

Q3. Please select your department(s):

- | | |
|---|---|
| <input type="checkbox"/> African and African American Studies | <input type="checkbox"/> Library Science |
| <input type="checkbox"/> Agriculture and Natural Resources | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Appalachian Studies | <input type="checkbox"/> Music |
| <input type="checkbox"/> Art and Art History | <input type="checkbox"/> Nursing |
| <input type="checkbox"/> Asian Studies | <input type="checkbox"/> Peace and Social Justice Studies |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Philosophy |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Physics |
| <input type="checkbox"/> Child and Family Studies | <input type="checkbox"/> Political Science |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Economics and Business | <input type="checkbox"/> Sociology |
| <input type="checkbox"/> Education Studies | <input type="checkbox"/> Sustainability and Environmental Studies |
| <input type="checkbox"/> English | <input type="checkbox"/> Technology and Applied Design |
| <input type="checkbox"/> Foreign Languages | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> General Studies | <input type="checkbox"/> Women's and Gender Studies |
| <input type="checkbox"/> Health and Human Performance | <input type="checkbox"/> Not assigned a department |
| <input type="checkbox"/> History | |

Q4. Tell us about the activity for which you are requesting professional development funds.

If it's a virtual conference, please type "virtual" in the city, state, and country fields.

If the request is just for dues/membership fees for an association, etc., please type "N/A" in the city, state, and country fields.

Start date of activity (mm/dd/yyyy)

End date of activity (mm/dd/yyyy)

Title of activity (conference/course name or brief description)

Location of activity (city)

Location of activity (state)

Location of activity (country)

How will this benefit your professional development?

Q5. Please provide the following budget details for your request. Round to the nearest dollar.

Registration	\$ <input type="text" value="0"/>
Membership fees/dues	\$ <input type="text" value="0"/>
Hotel, provide details (days, etc) <input type="text"/>	\$ <input type="text" value="0"/>
Airfare, provide details (airports, etc) <input type="text"/>	\$ <input type="text" value="0"/>
Personal car travel (current mileage rate is \$0.50). Be sure to include travel from home to airport and airport to home if traveling by plane.	\$ <input type="text" value="0"/>
Parking fees at airport	\$ <input type="text" value="0"/>
Transportation from airport to hotel and back	\$ <input type="text" value="0"/>
Meals (just a reminder: meals are only reimbursed if not included as part of conference)	\$ <input type="text" value="0"/>
Additional detail, please specify <input type="text"/>	\$ <input type="text" value="0"/>
Additional detail, please specify <input type="text"/>	\$ <input type="text" value="0"/>
Departmental allotment (annual amount of \$700 per faculty member) for professional development (add a "-" {negative sign} in front of the amount so that it will subtract from the total)	\$ <input type="text" value="0"/>
Total	\$ <input type="text" value="0"/>

Q6. Have you used your departmental allotment for professional development?

- Yes
- No, but it's included in my budget above.
- No, please explain why.

Submit Request

Academic Year 2021-22

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