**PROCEDURES FOR FACULTY PROFESSIONAL ADVANCEMENT (FPA) APPLICATION**

 (Refer to Faculty Handbook, 2.10.2.1)

1. Complete Section I

2. Have Department Chair complete Section II **(NOTE: Department must provide the first $440 of initial academic year request)**

3. Submit forms to Dean's office. Upon approval, copies will be forwarded to business office, department chair, and applicant.

**NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print)**

SECTION I: Supplemental Support Request

TYPE OF EXPENSE:

1

Publications (Page Costs)

 Name of Publisher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date of Publication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Costs: No. of pages \_\_\_\_\_\_\_\_\_\_

 Cost per page \_\_\_\_\_\_\_\_\_\_

 TOTAL COST \_\_\_\_\_\_\_\_\_\_ (attach invoice/receipt)

2

Travel for:

 \_\_\_\_\_Paper Presentation \_\_\_\_\_Session Chair

 \_\_\_\_\_Panel Membership \_\_\_\_\_Organization Officer

 Travel to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Travel dates: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Meeting dates: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Type of meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Scope: International \_\_\_\_\_ National \_\_\_\_\_ Regional \_\_\_\_\_ State \_\_\_\_\_

 Please comment on expected benefits of this travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Support requested from FPA funds (MAY NOT EXCEED $600 PER YEAR) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total previous support from FPA funds this year $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECTION II: For completion by Department Chair

 Support from departmental funds for this trip: $\_\_\_\_\_\_\_\_\_\_

 Support from departmental funds for page costs: $\_\_\_\_\_\_\_\_\_\_

 Previous support for this applicant from departmental funds: $\_\_\_\_\_\_\_\_\_\_

 Departmental Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I endorse the application of this member of the department for supplemental funds through the Faculty Professional Advancement Program.

Signature of Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECTION III: For completion by the Dean of the College

 Amount of FPA funds approved: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Dean of the College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_