

**APPENDIX D(1): APPLICATION FOR FACULTY EDUCATION FUND
FOR PART-TIME FACULTY**

Eligibility to Apply: Completion of at least four terms employment by PSU; and membership in the part-time faculty bargaining unit during the academic year preceding or during the year in which the course is taken. If you have any questions, call the PSU Faculty Association at (503) 224-3090.

Name: _____ Employee ID #: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____ E-mail address: _____

Department: _____

(1) List the two terms you have worked at Portland State University and the courses taught, if applicable:

Year Taught	Department, Course No.	Course Title

(2) List the term, course(s), and credit hours you plan to take [complete a separate form for each academic term]:

Term	Department, Course No., Credit Hours	Course Title

(3) Please attach an explanation of how the course(s) you plan to take fits into the development of your career.

Signature

Date

Please observe the following deadlines. Return this form to the Portland State University Faculty Association, P.O. Box 8434, Portland, OR 97207-8434 by:

September 1 for Fall term courses March 1 for Spring term courses
December 1 for Winter term course June 1 for Summer term courses

**** Please note that incomplete forms will be returned. ****

Pursuant to Article 13, Section 1, of the PSU & AFT Agreement: Faculty member pays \$24.00 per credit hour. The balance of the instructional fee (tuition) will be charged to index OAA030 as a fee remission. All other fees (resource, building, incidental, health service, and any course-specific fees) will be remitted against the specific income account, as appropriate.

<i>For PSU Faculty Association Use Only</i>	_____ Approval for the Association	_____ Date
<i>For OAA Use Only</i>	_____ Approval for the University	_____ Date
<i>For Cashiers Use Only</i>	_____	