

**APPENDIX D(2): APPLICATION FOR PROFESSIONAL DEVELOPMENT FUND
FOR PART-TIME FACULTY**

Eligibility to Apply: Membership in the part-time faculty bargaining unit during the current academic year; and completion of at least six terms working at the University. 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: _____

List the most recent academic years you have taught at Portland State University and the courses taught:

Year Taught	Course No. and Course Title

Briefly describe the activity for which you are applying for funding: _____

Dates of Activity: _____ Total Amount Requested: \$ _____

Attach a one-page explanation of how the activity described above fits into your academic responsibilities at Portland State and to the development of your career. Include a brief budget statement.

Signature		Date
<p>Notice to Dept. Chair or Designee: Your signature of support is required for this faculty member applying to the Office of Academic Affairs for funds to promote professional development activities. During the appropriate fiscal year, OAA will transfer funds into the index code you indicate below.</p>		
Signature—Dept. Chair/Designee	Title	Date
Print Name—Dept. Chair/Designee	Department	Dept. Index Code

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

- August 1: for Fall term activities (October through December)
- December 1: for Winter and Spring term activities (January through June)
- May 1: for Summer term activities (July through September)

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

For PSU Faculty Association Use Only	Approval for the Association	Date
For OAA Use Only	Approval for the University	Date