

How to Request Support for Professional Development Activities

Faculty requests for support for a professional development activity are performed using the attached form. This form, with necessary signatures, should be submitted electronically as a PDF to Dr. Wendy Cerny (cernyw@uic.edu). Do not fill out the form online. Save the document, fill it out, and email it to Wendy. Requests are accepted on a rolling basis throughout the year. Please read through the information on this page prior to submitting your request. Except under unusual circumstances, funding requests must be submitted at least 60 days prior to the event. For a waiver to this deadline, please contact the Office of Faculty Affairs prior to submitting your request.

General Information:

1. Support may be requested for up to \$500 per faculty member per academic year (Aug 1 – July 30); Availability is limited. If additional funds (greater than \$500) are requested, please explain and provide a budget.
2. Department Head endorsement and agreement to release the faculty for the activity is required. Requests without this endorsement cannot be considered.
3. All requests for support will be reviewed by the Faculty Affairs Advisory Committee; this Committee will make recommendations for funding.
4. Funds are generally not provided for attendance at regular annual professional meetings or for dues of professional organizations.

Criteria

The following criteria will be used to consider each request:

1. The level of demonstrated commitment of the faculty member to the mission of the College, and the relevance of the activity to the mission of the College.
2. The expected impact of the faculty's participation in the activity to the College, including the proposed manner in which information will be shared with the COD community.
3. The expected impact of the activity in support of the professional goals of the faculty member.
4. Outcome of any prior awards made to the faculty member.