



American University
Adjunct Faculty Professional Development Fund

American University provides funds for adjunct faculty to support professional development opportunities related to teaching. An adjunct faculty member may apply for support and, if approved, will be reimbursed up to \$650 for eligible expenses. The fund supports participation in organized professional activities such as conferences, training, exhibitions, etc. in which the faculty member has an active role. Individual travel for research is not supported. Applicants may receive only one grant during the term of the current contract between AU and SEIU Local 500.

Instructions: This application form should be completed and submitted to your department chair, program director, or teaching unit administrator. If your application is approved, you will be required to submit a brief (one page) report on the activity undertaken along with receipts for expenditures in order to be reimbursed.

Your Name: _____ AU ID Number: _____

Teaching Unit: _____ AU Email: _____

Please describe the professional development opportunity for which you are seeking support and its estimated total cost:

Amount of support you are requesting: _____

Prohibited Uses of Funds:

The University prohibits the use of faculty development funds for gifts, donations, entertainment, alcohol consumption, membership dues, subscriptions, and any costs unrelated to professional activities. Funds cannot be used to enhance faculty members' salaries.

Office Use Only			
Teaching unit or academic unit review:	approve	disapprove	date: _____
Name: _____			
School or College Dean review:	approve	disapprove	date: _____
Dean of Faculty review:	approve	disapprove	date: _____