

PRE-APPROVAL FOR FACULTY DEVELOPMENT OR PROFESSIONAL MEETINGS

Pre-approval by the appropriate administrator is required for Faculty Development or Professional Meetings that occur during a normally scheduled work day (CBA, 25.4). A signed Pre-approval Form is required to process travel claims (grants, TLC, start-up funds, etc.), and this documentation assures coverage by Workers' Compensation should an accident occur. Pre-approval allows coordination of department schedules and protects program quality in the service of students. Departments can use advance knowledge of opportunities to equitably distribute opportunities across all members of the department while serving the needs of students. The Pre-approval form should be provided to the Department Chair two weeks prior to the event.

Faculty Name: _____

Required absence from campus: From _____ **to Return** _____

Description of Opportunity and Impact on Teaching/Scholarship:
(Attach supportive documentation.)

Estimated Cost:

Funding Source: Grant money Self-funded Start-up money Other _____

Signature of Faculty Member: _____ **Date:** _____

Scholarship Priority: High Moderate Low Not related

Departmental Support Offered:

Potential Impact on Department:

Signature of Department Chair: _____ **Date:** _____

Funding Offered by Dean:

Approved Denied

- Deans Comments:

Signature of School Dean: _____ **Date:** _____

Signed copy Distribution: Faculty Member Department Chair School Dean