Faculty Application Process for Short-Term Faculty Professional Development Funds (Article 13 Funding)

Faculty member submits "Faculty Professional Development Application" to Division Office

Due: 30 days prior to travel

Dean reviews
application and
forwards to ASLT
Division
Due: 5 working days

reviews applications, forwards application results to ASLT Division

Due: 7 working days

ASLT Division obtains
VPI/VPSS signature
and forwards
applications to College
President
Due: 5 working days

College President gives final review, forwards signed applications to ASLT Division Due: 5 working days

ASLT Division sends email notification to faculty member

Faculty attends conference/workshop

ASLT Division sends email to faculty member regarding conference expense form

Reimbursement Process (within 30 days after conference ends)

Faculty returns from conference/workshop and fills out Conference Expense Form

Due: 30 days after conference/workshop

Faculty member submits Conference Expense Form to Divison Office

Dean reviews and forwards to ASLT Division

ASLT Division reviews and forwards to VPI/VPSS Office VPI/VPSS forwards to
Administrative
Services