The Faculty Professional Development Stipend Activity Proposal application is used by programs to seek permission to use the Faculty Professional Development Stipend to compensate Unit 3 employees who participate in and complete a professional development activity consistent with Article 25 of the CBA. While there can be restrictions on who may participate in specific activities due to their specific nature, participation should be open to any eligible faculty on campus. All stipend proposals must be approved by the AVP Faculty Affairs, Success and Equity BEFORE the faculty attends the activity.

Dates, stipend amounts, and the request and review process should be made publicly available to all eligible unit members. The stipend will not be pensionable nor considered additional employment. Typically, the stipend will be paid on the 15th of the month after submission of the form in the form of a lump sum payment. Stipend payments are limited to $10,000 per fiscal year per unit member. Please direct any questions to the AVP of Faculty Affairs, Success, and Equity.

|  |  |
| --- | --- |
| Activity Name[[1]](#footnote-1): |  |
| Program Hosting the Activity: |  |
| Activity Lead: |  |
| Date(s) and Time(s) of the Activity: |  |
| Brief Description of the Activity:(attach additional page if necessary) |  |
| Number of participants expected? |  |
| Who is eligible to participate? |  |
| How will participants be selected? |  |
| What will constitute completion? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Stipend Amount: |  | Funding Source: |  |

Signatures

Activity Lead:

Administrator:

AVP Faculty Affairs, Success & Equity Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved [ ]  Not Approved (explanation):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please use a name that is unique and easy to remember. It should be used consistently. [↑](#footnote-ref-1)