

Lynn Hanson

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Sent: Wednesday, August 23, 2006 1:00 PM
Attach: TravelProp(NEW 06).doc; OPERpolicy (NEW 06).doc; ResearchProp (NEW 06).doc
Subject: Professional Development

Greetings:

I hope everyone is enjoying the beginning of the new academic year. I have attached the guidelines for receiving Professional Development funding. I am pleased to announce that the per faculty limit has been raised from \$1,900 to \$2,100. Another change I would like to point out is the omission of asking for a letter of recommendation from Deans and Chairs when requesting Research Funding. When the Chair or Dean signs the application form they are then in essence endorsing the faculty member's research project and request for funding. Please also be aware that the 30 day refund limitation after the completion of the project or travel is still part of the guidelines.

The guidelines for application for summer research stipends will be sent at a later date. Please check your email for an time line notice from Lisa Pike concerning Re-assigned time and Sabbatical application deadlines. Lisa is currently aware from campus but is serving as chair of the Sabbatical and Re-Assigned Time committee which is a sub-committee of the Professional Development Committee.

The first meeting of the Professional Development Committee will be Sept. 12. Anyone wishing to submit a proposal for consideration will need to have the application in my hands by 5 p.m. on Friday, Sept. 8.

Please contact me if you have any questions.

Glen Gourley, chair
Professional Development