

IANR PROFESSIONAL DEVELOPMENT FUND REQUEST

Revised 6/07

Full-time Part-time _____ %

Last name First name Middle initial

Address

Department

Department #

Date of Request

Check appropriate title:

- | | | |
|--|--|--|
| <input type="checkbox"/> Lecturer | <input type="checkbox"/> Senior Lecturer | |
| <input type="checkbox"/> Assistant Extension Educator | <input type="checkbox"/> Associate Extension Educator | <input type="checkbox"/> Extension Educator |
| <input type="checkbox"/> Assistant Forester | <input type="checkbox"/> Associate Forester | <input type="checkbox"/> Forester |
| <input type="checkbox"/> Assistant Geoscientist | <input type="checkbox"/> Associate Geoscientist | <input type="checkbox"/> Geoscientist |
| <input type="checkbox"/> Extension Assistant Professor | <input type="checkbox"/> Extension Associate Professor | <input type="checkbox"/> Extension Professor |
| <input type="checkbox"/> Assistant Professor of Practice | <input type="checkbox"/> Associate Professor of Practice | <input type="checkbox"/> Professor of Practice |
| <input type="checkbox"/> Research Assistant Professor | <input type="checkbox"/> Research Associate Professor | <input type="checkbox"/> Research Professor |
| <input type="checkbox"/> Assistant Professor | <input type="checkbox"/> Associate Professor | <input type="checkbox"/> Professor |
| <input type="checkbox"/> Other: _____ (please identify) | | |

1. Proposed Activity for Use of Fund:

Name of Conference/Workshop _____

Location _____

Dates _____

2. Anticipated Benefit: (be specific)

3. Amount requested: \$ _____

Approval:

Unit Administrator _____ Date _____

IANR Associate Vice Chancellor _____ Date _____

Submit this form to:

IANR Associate Vice Chancellor, Professional Development Funds (PDF)

202 Ag Hall, Lincoln NE 68583-0708

If you have questions, call Murd Holland at 402-472-2871 or e-mail MHOLLAND2@UNL.EDU

See page 2 for Policies, Process and Procedures.

The purpose of the IANR Professional Development Fund is to support the professional development of IANR faculty and administrators so that they may effectively and creatively fulfill their responsibilities in teaching, research, extension, or administration.

POLICIES

1. IANR faculty (Lecturer, Senior Lecturer; Assistant Extension Educator, Associate Extension Educator, Extension Educator; Assistant Forester, Associate Forester, Forester; Assistant Geoscientist, Associate Geoscientist, Geoscientist; Extension Assistant Professor, Extension Associate Professor, Extension Professor; Assistant Professor of Practice, Associate Professor of Practice, Professor of Practice; Research Assistant Professor, Research Associate Professor, Research Professor; Assistant Professor, Associate Professor, Professor; and IANR unit, division, and Institute administrators (excluding courtesy, adjunct, visiting, and post-doctoral research associate appointments) are eligible to apply.
2. The IANR Associate Vice Chancellor will oversee the administration of the fund through the unit administrators.
3. Nine hundred dollars (\$900) is allocated for a three-year period for each full-time IANR faculty member. Amounts are prorated according to FTE for individuals less than full-time.

PROCESS AND PROCEDURES

1. Individuals should review their plans with their unit administrator.
2. Individuals may request funds for a variety of uses. Those associated with travel and registration include:
 - Making presentations at professional and society meetings;
 - Participating in conferences related to teaching improvement and other student-centered activity, research development, and extension program development;
 - Attending interdisciplinary seminars and conferences; and
 - Attending professional development workshops, seminars or meetings.

Other expenditures such as those involved in presentations, obtaining materials or other operating costs will be considered for funding. Funds **CANNOT be used for faculty or staff time, dues/memberships, routine operating functions, library acquisition, or equipment.**

3. Applications using the designated form should be processed through the unit administrator for approval before being sent to the IANR Associate Vice Chancellor for review and processing.
4. Applications for support from this fund may be submitted at any time, but at least **30 days before proposed expenditure of funds. No funds can be expended prior to approval; i.e., airfare, registration, etc.**
5. The UNL pre-trip request for travel authorization is required and must be submitted with the designated form.