

The City University of New York/Professional Staff Congress
**Professional Development Fund for the
Higher Education Officer and College Laboratory Technician Series**
PSC/CUNY, HEO-CLT PDF, 61 Broadway, 15th Floor, New York, NY 10006, Tel: (212) 354-1252, Fax: (212) 302-7815
HEO-CLT PDF Committee Liaison: Patricia Young pyoung@pscmail.org

SUPERVISOR APPROVAL FORM
For the Final Page of the Online Application

Per section E.6 of the HEO-CLT PDF Guidelines: The last step of the application is uploading your supervisor's signature of approval. Once you have fully drafted your application in the online system, print a copy to share with your supervisor and include a printed copy of the Supervisor Approval Form. Your supervisor must return the signed form to you within ten days and may keep a copy of your application for their records and send a copy to your college's labor designee. Your supervisor's signature indicates review of your application and approval of the activity and the time needed to participate in the activity, should it occur during regular work hours. Awardees are not required to charge the time spent at a professional development activity to their annual leave. Awardees may choose, however, to conduct the funded activity on their own time for which they will not receive remuneration.

Supervisor Name: _____ Title: _____

Supervisor Phone: _____ Email: _____

Proposed Activity Description: _____

Proposed Activity Start/End Dates: _____

1. Is the employee's participation in the professional development activity approved?

- Yes, approved
- No, not approved. Explanation below:

2. Is the applicant an Adjunct CLT, Adjunct Senior CLT, or Adjunct Chief CLT?

- Yes
- No

3. If you answered yes to number 2 above: Is the applicant working 10 hours per week AND has the applicant been working 10 hours per week for the most recent four semesters (excluding summer sessions)?

- Yes
- No

Supervisor Signature

Date