**Application for the PSC/CUNY**

**Professional Development Funds in the**

**Adjunct and Continuing Education Teachers Series**

Revised 2013

**61 Broadway, 15th Floor · New York, NY 10006 · Tel (212) 354-1252 · Fax (212) 302-7815 · www.psc-cuny.org**

***Please type and return completed application to: PSC, APDC, 61 Broadway, 15th floor, New York, New York 10006***

**Request for (fill in one) Fall 20\_\_\_\_\_ Intersession 20\_\_\_\_\_ Spring 20\_\_\_\_\_Summer 20\_\_\_\_\_**

**I. Personal Data**

**Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**College**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department/Unit**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Title**: Adjunct \_\_\_\_\_ Continuing Ed \_\_\_\_\_

I have been teaching at least 6 hours in the previous 2 semesters (Adjunct) or 20 hours per week in the previous two semesters (CET) Yes \_\_\_\_\_ No \_\_\_\_\_

* **Adjunct**: I am currently teaching at least 6 contact hours in the semester: **Yes** \_\_\_\_\_**No** \_\_\_\_

I expect to teach at least 6 contact hours in the following semester: **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

* **Continuing Ed**: I am currently teaching a minimum of 20 hours per week: **Yes** \_\_\_\_**No** \_\_\_

I expect to teach a minimum of 20 hours per week: **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Home address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Home telephone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number and Street

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Office telephone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City, State, Zip

**E-mail address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. Professional Development Activity Information**

**A**. Describe the nature and purpose of the proposed professional development activity. If the purpose is to attend a workshop, conference, seminar, or other structured professional development activity, **make sure to include all relevant information and documentation** **(including the details of the activity, the location, dates, times and a printed copy of the program)**. If the purpose is for academic research in your field, please provide documentation as to exactly what your research project is about and if you are working on this research for an academic publication. You must also submit an itinerary for your proposed research project. You may submit additional description, if needed.

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**B.** Please describe how the professional development activity is related to your job and will enhance your teaching responsibilities.

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**C.** Please describe how the professional development activity will contribute to your own intellectual/professional development and your ability to serve the University.

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**D.** Amount of funding requested: \_\_\_\_\_\_\_\_\_\_\_. Please provide a detailed budget.

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**E.** Have you received funding for this professional development activity from any other source? If so, please describe the source and amount of the funding. **No** \_\_\_\_\_ **Yes** \_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**F.** Please indicate the dates and purpose of any professional development activity for which you previously received funds from this program:

Dates: Purpose:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**III. Approval of Chairperson**

**This section must be filled in by one chairperson of a department employing the applicant.**

**A. For ALL applications:**

* Is the employee’s participation in the professional development activity approved? **Yes** \_\_\_\_**No**\_\_\_\_\_
* If the employee’s participation is not approved, please provide an explanation of the reasons for the disapproval.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. For ADJUNCTS:**

* The adjunct is teaching six or more classroom contact hours in the semester and has taught two or more courses for the most recent two semesters (not including summer session).

**Yes** \_\_\_\_\_ **No**\_\_\_\_\_

* The adjunct has been notified that s/he will be reappointed for the next consecutive semester.

**Yes**\_\_\_\_\_ **No**\_\_\_\_\_

**C. For CETS:**

* The Continuing Education Teacher is appointed to a position that will continue for a period of more than six months and will continue to teach a minimum of 20 hours per week and has taught in such an appointment for the most recent two semesters (not including summer session). **Yes**\_\_\_\_\_ **No**\_\_\_\_\_

Signature of Chair/Program Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College: \_\_\_\_\_\_\_\_\_\_\_\_\_

**IV. ADJ-CET PROFESSIONAL DEVELOPMENT FUND ESTIMATE OF EXPENSES**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name SS#

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus School Phone #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payroll Title Department

*Please select for which type of activity you are requesting funding:*

Tuition \_\_\_\_\_

Training/Workshop\_\_\_\_\_

Conference \_\_\_\_\_

Research\_\_\_\_\_

Publication\_\_\_\_\_\_

Other (Please Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ESTIMATE OF EXPENSES**

Transportation $\_\_\_\_\_\_\_\_\_\_\_ Mode of Transportation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tuition\* $\_\_\_\_\_\_\_\_\_\_\_

Lodging $\_\_\_\_\_\_\_\_\_\_\_

Books\*\* $\_\_\_\_\_\_\_\_\_\_\_

Registration Fee $\_\_\_\_\_\_\_\_\_\_\_

Dues $\_\_\_\_\_\_\_\_\_\_\_

Per Diem\*\*\* $\_\_\_\_\_\_\_\_\_\_\_

Other (Please Specify) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL $\_\_\_\_\_\_\_\_\_\_\_**

I acknowledge that this budget is an estimate for the purposes of the Committee to approve or disapprove funding for the proposed activity. I understand that I must submit receipts for reimbursement and I have reviewed the reimbursement guidelines.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant

**\****Only semesters that have not commenced are eligible. No past balances will be paid.*

**\*\****For tuition, trainings, or workshops only.*

*\*\*\*Per Diem of $60 per day includes all food, incidental miscellaneous expenses and local travel for a maximum of 5 days. Please review the Guidelines for more information.*

**V. Acknowledgement of Applicant**

**I acknowledge the following (check each box)**:

* Funds provided under this program are to be used for the purposes intended and in accordance with the Agreement between the Professional Staff Congress/CUNY and The City University of New York and the policies of the Board of Trustees.
* The committee reserves the right to disapprove any application that is not received by the deadline.
* Should I be awarded professional development funds and then decide not to participate in the professional development activity, I will so notify my chair and the Adjunct/CET Professional Development Committee as soon as possible, but no later than the date on which the proposed professional development activity was to begin.
* Should the stated purpose of the professional development activity substantially change or should any of the particulars of the professional development activity change (such as the date and time of the activity), I will immediately notify my chair and the Adjunct/CET Professional Development Committee of the change and give them an opportunity to review the status of my application. Should my chair or the committee determine that the purpose for the professional development award is no longer being served, the award may be modified, terminated, or rescheduled.
* If the date and/or time should conflict with my teaching responsibilities, the grant will not be awarded.
* Within thirty (30) days following the professional development activity, I shall submit to my chair or program director and the Adjunct/CET Professional Development Committee a full one-page summary, in writing, of the professional development activity.
* I will be reimbursed for the professional development activity by the Adjunct Professional Development Committee only upon completion of activity and submission of the original signed expense report, original receipts documenting the expenses, credit card statements in my name and/or cancelled checks also in my name, and activity summary described above.I will also carefully review the reimbursement guidelines before submitting my reimbursement request.
* I understand that if any product of the activity is sold, related expenses will not be reimbursed.
* I understand that all decisions of the Adjunct/CET Professional Development Committee are final and may not be appealed.
* I have fully read and understand the Guidelines for the PSC/CUNY Adjunct/CET Professional Development Fund Grants.
* My application is complete and is being submitted in accordance with appropriate deadlines.

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Signature of applicant Date

**V. Professional Development Committee Action**

Approved\_\_\_\_\_ Not approved\_\_\_\_\_ Amount Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Committee Chair Signature