



PROFESSIONAL DEVELOPMENT FUNDING APPLICATION

Name _____ ID _____

Address/City/

State _____

Home Phone _____ Office Phone _____ Zip Code _____

Rank/Title or Classification _____ Years at BSU _____

Submit application to Professional Development Committee via the Office of the Provost. Category of

Request: Please mark the category appruerst.

ITEMIZED COST

_____ Category A: Degree Programs _____

_____ Category B: Non-Degree Study _____

_____ Category C: Research/Presentations _____

_____ Category D: Workshops/Conferences _____

Total Funds Requested: \$ _____

Description of Proposed Activity: Attach supporting materials. (Include Institution's Name, Course Title(s) and Number(s) used for a course if Category A. For Category B, C, or D, please provide a description of program.

This activity will contribute to or enhance my ability to perform my Bluefield State University responsibilities in the following way(s):

Beginning/Ending dates of Proposed Activity _____

Location of Proposed Activity _____

If Category C or D, did you submit a request to your school dean/supervisor for departmental travel funds?

Yes ___ No ___

BY SIGNING BELOW, I SIGNIFY THAT I UNDERSTAND THE FOLLOWING:

1. I have a commitment to continue my employment at Bluefield State University for a period of one year after completion of the activity financed. Should I voluntarily leave BSU before this period ends, I will make full repayment for the funds received. Failure to do so may result in withholding of final pay from BSU.
2. Within two weeks following the end of the semester (Categories A or B), I will submit my grade for the course(s) taken to the Professional Development Committee Chair (Provost) which will be included in my file. I understand that my file needs to be updated by me on a regular basis so the Committee can review my academic progress. I will make sure my file contains my program of study, progress toward my degree, and transcripts.
3. Requests for funding in any category should be made a minimum of two (2) weeks prior to the need. Guarantees cannot be made that late applications will be approved.
4. Funds which are designed for assistance with tuition payments, and which are awarded to, or expected to be awarded to, employees via scholarships or grants, should be applied first to tuition payments. Professional Development funds are intended to supplement rather than to supplant such awards. Noncompliance could place in jeopardy the employee's future awards of Professional Development funds.

Signature of Faculty/Staff/Administrator

Employee: _____

Date: _____

STATEMENT FROM SCHOOL DEAN/SUPERVISOR

Are departmental travel funds available for this activity? Yes ___ No ___ if yes, amount available
\$ _____

I recommend approval of this request for Professional Development Funds

Signature School Dean/Supervisor

Committee Action: Date Received _____

Documentation of Successful Completion of Previous Activities in Employee's File: Yes ___ No ___

Date of Committee Action _____ [] Approved [] Disapproved

Total Funds Approved \$ _____

Signature of Personnel Development Committee Chair

Copies to: Committee File, School File, School Dean/Supervisor/ Applicant/Title III Director

Revised 12/04/2024 sar