i. Name: ____________________________________________________
Title: ____________________________________________________
Departmental Unit: __________________________________________

ii. Provide a brief description of the nature of the professional development (PD) activity (attach relevant pages from current or past brochure, if available).

iii. Provide location and dates of PD activity. If out of state or costly, tell us why location is justified (e.g., only conference in your professional field, training not offered locally, etc.).

iv. Briefly explain why this activity is important and how it will improve your effectiveness in your current role.
v. Describe how your proposed activity relates to needs of department/unit, other staff, students, and/or the university.

vi. Tell us your plan for sharing information with colleagues, students or others after your return. Be specific. If it is not possible or practical to share information, please explain.

vii. If you are proposing to bring a speaker or event to campus, please provide the names and departments for each academic staff member who will be invited to the event.