

Proposal: Faculty and Staff Professional Development

Name and Title:

Department/School/Area/Unit:

Email:

Review each of the following required documents. When you have completed and attached these documents to this proposal form, check the relevant boxes.

Proposal Cover Page (this page)

Narrative (two pages, maximum) of proposed activity, including:

- Description of the activity.
- Objectives of and anticipated outcomes/deliverables from participating in the activity.
- Alignment of activity with enhancing your wellbeing/success in your position.
- Proposed timeline.

Budget, including transportation, lodging, and activity registration fees. Note that the following items cannot be funded: food, checked baggage and other airline fees, incidentals like toiletries or medications, activity-associated consumables like books or videos. **The maximum amount that can be requested is \$2,000.**

Review and complete the required information below and save your proposal package as a single PDF file and route it to your supervisor. Your supervisor will complete the remainder of the information and route the proposal to the Office of Faculty Success. You will be notified when your proposal has been received.

I have discussed this proposal with my supervisor (for faculty, that will be your department chair, school director, or area coordinator) and, as applicable, any other colleagues or supervisors as requested by my supervisor.

If awarded funding for this proposal, I will participate in a follow-up event during the 2023-2024 academic year to assess the effectiveness of this funding program.

My signature affirms that the information in this proposal is accurate and that I authorize this proposal for submission and review.

TO BE COMPLETED BY SUPERVISOR:

On a scale of 1-5 with 5 indicating a proposal that is highly likely to significantly benefit this faculty or staff member's wellbeing and success in their position, I rank this proposal:

Name and Title:

Signature:

Route signed package to the Office of Faculty Success (luciana.c.cavazos@ttu.edu).