



Professional Learning Activities Funds Request Form

This form is to be used by full time faculty seeking funding for professional development pursuant to Section 14.8 of the UFF CBA 2018-21. Return the digitally signed form to the Center for Teaching Excellence at cte@easternflorida.edu and copy your provost.

Date Submitted to CTE	Faculty Requester	Academic Discipline
Date(s) of Activity	Name of Event or Academic Conference	Estimated cost

Proposed Professional Learning Activity:

Estimated Cost Break-Down: (registration fees, mileage, airfare, hotel, etc.)

Explain how the professional development will benefit student and/or program performance; enhance teaching; increase retention, completion, and/or placement; support industry certification, support the college's mission statement, etc. Attach any necessary supporting documents. *Participation in an approved event must occur on/ before August 15th of the following year.*

Last time PLAF funds received:

I understand that I will be required to share information obtained from the professional development opportunity with my colleagues and the Center for Teaching Excellence.

Faculty Signature _____

Information disseminated via the following ways:

Faculty Workshop
 Student Workshop
 CTE Blog Post
 Brown Bag Lunch Discussion

The following sections are to be completed by the appropriate committee chair/administration:

_____ Provost Signature	_____ Print Name	_____ Date
_____ CTE Coordinator Signature	_____ Print Name	_____ Date
Approved Professional Learning Activity : <input type="checkbox"/> Yes <input type="checkbox"/> No		
_____ TPDC Chair Signature	_____ Print Name	_____ Date

***If funding approved, it is the requestor's responsibility to submit all required college documentation.**
****Approval by the TPDC does not guarantee funding of this activity.**