

**GEORGE WASHINGTON UNIVERSITY  
PART-TIME FACULTY PROFESSIONAL DEVELOPMENT FUND (PTFPDF)**

**Application Form**

**Request Date:** \_\_\_\_\_ (**Retroactive requests will not be processed**)

<b>Name:</b> <b>Email Address:</b>	<b>GWID:</b> G- _____
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**Purpose of professional development activity, including activity name and purpose of attendance. Responses may include presenting a paper/poster, participating in a panel, etc.:**

**Activity Date(s):**

**\*Activity Location(s):**

*\*If traveling internationally, you must register for the University's International Travel Insurance and Assistance. See <http://www.gwu.edu/~riskmgnt/travelinsurance.cfm> for more information.*

**If your travel/activity will occur while you are teaching, you must describe your course coverage plans:**

**FOR CHAIR OR PROGRAM DIRECTOR:**

**State Significance of Activity:**

**Department/Program Funds Available?**  Yes  No

**\*\*Dept. Approved Contribution: \$** \_\_\_\_\_

**Signature:**

**Print Name:**

**Date:**

**FOR DEAN'S OFFICE:**

**Dean's Office Funds Available?**  Yes  No

**\*\*School Approved Contribution: \$** \_\_\_\_\_

**Signature:**

**Print Name:**

**Date:**

\*\*Funds approved by Department/Program and School must be expended before PTFPDF funds. PTFPDF support, not to exceed \$600, may supplement Department/Program and School contributions if they are insufficient to fulfill the total request.

**FOR FACULTY RECRUITMENT AND PERSONNEL RELATIONS:**

**Good Faith Consideration Eligible?**  Yes  No

**PTFPDF Funds Available?**  Yes  No

**PTFPDF Contribution Requested: \$** \_\_\_\_\_

**PTFPDF Approved Contribution \$** \_\_\_\_\_

**Signature:**

**Print Name:**

**Date:**

Department, Dean's Office and PTFPDF commitments must be approved **prior to** the activity date. Receipts for PTFPDF requests must be submitted to Faculty Affairs within 30 days of the activity date.

PTFPDF eligibility requirements can be found in the GW/SEIU Local 500 Part-Time Faculty Collective Bargaining Agreement at <http://provost.gwu.edu/collective-bargaining-agreement>

**RETROACTIVE REQUESTS WILL NOT BE PROCESSED**