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TEACHERS
LIBRARIANS
COUNSELORS
ACADEMIC SUPPORT

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Adjunct Faculty Development Fund

To: **Adjunct Faculty**
From: WCCFT
Re: Faculty Development Fund Application Form

Eligibility:

An adjunct who has completed a minimum of three (3) years with WCC, with at least one teaching/counseling/librarian/Academic Support Center assignment per academic year, and who has been employed at least one semester during the academic year for which this application is being made. (It need not be the semester in which the activity was completed.)

Verification of these criteria must be obtained by your School Dean in order for this application to be considered.

For activities between, September 1, 2017 and August 31, 2018
This application must be received no later than October 31, 2018
Late applications WILL NOT be accepted

You may apply for reimbursement for expenses incurred for a conference, workshop, class, professional research or similar professional activity. Please include documentation in the form of receipts, certificates or other confirmation of the activity that includes the sponsoring organization, the location and the dates. For professional activity, the union will reimburse for expenses integral and necessary to complete the project, for example, travel (with justification of the need), lab use, archival access, photocopying. All reimbursements are only for expense pertaining to the activity itself. We do not reimburse for membership fees for professional organizations or subscriptions to journals.

Your award will depend on the amount of funds available and the total number of applications received from adjunct faculty for this period. The total fund will be divided amongst all the applicants with a maximum of \$750 to be paid to any one member. You may receive no more than 100 percent of the cost of the activity from all sources of funding.

All receipts for each activity must be submitted with this application. These should be returned to WCCFT, Tech Building, Room 32, by October 31, 2018. If you have any questions, please call (914) 606-8584.

WCCFT Adjunct Faculty Development Application

Please complete and return to **WCCFT**
Tech Bldg. ROOM 32, by October 31,
2018.

Name _____
 Address _____ City _____ ST _____ Zip _____
 Home Phone _____ E-mail _____
 Course(s) taught _____, _____, _____.

Identify and attach receipts by Activity #. Use additional pages for more than 2 activities. Be certain to include supporting documents (a brochure, course description) for each activity. Mileage must be supported by MapQuest or other similar documentation.

	Activity 1	Activity 2
Description		
Location		
Date(s)		
Expenses		
Travel**		
Lodging		
Registration		
Subtotal	\$	\$
Meals*		
Subtotal	\$	\$
TOTAL REQUEST	\$	\$

* Meals must be identified by day (see below): \$60 per day maximum

**Mileage: Must include supporting documentation (e.g., Google maps). Claim must be based on the current reimbursement rate of 54.5 cents per mile.

Did you receive funds from any other sources? Please identify source and amount received. _____, _____, _____

Subtract Amount	\$
Total Request(maximum \$750)	\$

Meals (\$60Max Per Diem)

	Activity 1	Activity 2
Day 1		
Day 2		
Day 3		
Day 4		
Day 5		
Day 6		
Day 7		
Total Meals	\$	\$

Attach receipts for all meals

Applicant signature & date

Please have this portion of the application completed by your School Office.

This applicant has completed a minimum of three (3) years with WCC, with at least one teaching/counseling/librarian/Academic Support Center assignment per academic year, and has been employed at least one semester during the academic year 2017/2018 in the School of

(Please print name of school)

Signature of Dean

Date

Print name