



ALAMOGORDO

Application for Professional Development Funding

NMSU-A Professional Development Sub-Committee

Before traveling, please notify Sandy Dicks, Business Office 439.3602

Note: one form per opportunity/event

Name: _____ Date of Application: _____

E-mail: _____ Office Phone # _____

Name of Supervisor on form of Supervisor Support: _____

Name and Dates of Opportunity:

ATTACH TO FORM: _____ ABSTRACT _____ INVITATION _____ AGENDA _____ OTHER AVAILABLE DOCUMENTATION

Opportunity/Event: _____ Dates: _____

Destination: _____

Explanation for Funds Requested:

This event is: _____ National _____ Regional _____ Recurring _____ Non-recurring/Unique

Total amount requested: \$ _____ Department Contribution \$ _____

Index# _____ Personal Contribution \$ _____

_____ Travel _____ Lodging _____ Meals

_____ Registration Fees _____ Other (attach list)

Previously received P.D.C. funding _____ No _____ Yes (Amt P.D.C. awarded) \$ _____

Funding Guidelines:

_____ 1) **1st Annual Request:** 100% of funding after department/division contribution

_____ Face 2 Face _____ Online _____ Receiving an award

_____ 2) **2nd Annual Request:** 50% of funding after department/division contribution

_____ Face 2 Face _____ Online _____ Receiving an award

Requirements for Professional Development Funding:

How will this support the NMSU-A Strategic Plan? (Check one or more below.)

- _____ 1) Recruitment: a) Expand marketing to encourage divisions to advertise course and program offerings that are appealing and meaningful for workforce development or academic success. b) Improve NMSU-A's community outreach, service and engagement by promoting communication and cooperation with university stakeholders through community education. c) Increase the number of online degrees and certificate programs while also increasing the opportunities for completion of higher degrees while remaining in the area.
- _____ 2) Retention: a) Foster student engagement at all levels. b) Provide required professional development on engaging students to promote success.
- _____ 3) Completion: a) Help students attain desired educational goals.
- _____ 4) Placement: a) Help students meet transfer requirements for higher degrees. b) Help students obtain jobs in their career field.

How will the individual share this opportunity with the campus?

_____ Campus presentation _____ Share with department _____ Other training

Checklist for Request Submission:

1) Must be submitted to PDC:

NOTE: Application MUST be complete before review.

- _____ Application
- _____ Department Index Number
- _____ Event Documentation
- _____ Supervisor Support Form

2) Must be submitted to Business Office:

- _____ Department P.O. for pre-paid/reimbursement charges
- _____ Event Documentation

REMINDER: It is your responsibility to submit all of your paperwork to the Business Office. It is needed for travel approval and budget-tracking.

NOTE: In the event of limited funds, priority may be given to an applicant who has not previously received an award.

For Committee Use Only: _____ Application _____ Index# _____ Event Documentation _____ Supervisor Support

Approved: \$ _____ Priority _____ % Department Amt: \$ _____

P.D.C Chair _____ Date _____

Email sent to Recipient, Supervisor and Business Office on this date: _____

Administration Approval:

Dr. Mark Cal
Associate Campus Director
Vice President for Academic Affairs

Antonio Salinas, Jr
VP for Business and Finance