****

**ADJUNCT FACULTY PROFESSIONAL DEVELOPMENT GRANT**

**DEPARTMENT HEAD VERIFICATION FORM**

**Adjunct Professional Development Grants provide funds for professional development activities that involve teaching, professional development in the field, and/or creative endeavors as a means to further teaching expertise at RIT.** Examples of appropriate expenditures include participation/presentation at conferences, national professional meetings, pedagogical programs, or travel required to access resources at other institutions. Adjunct faculty may apply for grants up to $500 and must meet all eligibility requirements as listed below.

**Eligibility**

1. Each candidate must have taught at RIT for at least two semesters and will be continuing as an adjunct faculty at RIT, to be verified by the department head.
2. Each candidate must be teaching a credit-bearing course in Academic Affairs.
3. Priority will be given to adjunct faculty who have not received an Adjunct Professional Development grant in the past
4. Adjunct faculty who have not completed previously awarded grant-funded projects or have not submitted an “Outcome Report” for a prior grant will not be eligible for a new grant-funded activity.
5. Adjunct faculty may not submit more than one grant application per academic year.
6. Hospitality requests should not exceed 10% of total budget.
7. Funding for software/hardware acquisition or other equipment, professional membership fees or licensure, certification, festival/screening fees, tuition, add-pay, faculty stipends, course release, or additional faculty salaries will not be considered.

This signed Department Head Verification Form must be completed by your department head indicating that you will continue teaching as an adjunct faculty in their department going forward. Email the completed, signed form to [FCDS@rit.edu.](mailto:FCDS@rit.edu)

|  |  |
| --- | --- |
| **Your full name:** |  |
| **Your RIT email address:** |  |
| **Additional email address, e.g. gmail account** |  |
| **Your department:** |  |
| **Your college:** |  |

|  |  |
| --- | --- |
| **Date(s) of proposed activity for which you are requesting funding:** |  |

**Describe the activity for which you are requesting funding:**

|  |
| --- |
|  |

**Adjunct Faculty Verification**I certify that I have been an adjunct faculty member at RIT for at least two previous semesters and to the best of my knowledge, will continue teaching in the department the next academic year (one or both semesters).

|  |  |
| --- | --- |
| **Adjunct faculty member’s signature** |  |
| **Today’s date** |  |

**Department Head Verification**

This proposal is being submitted by an adjunct faculty who, to the best of my knowledge, will continue to teach in this department in the following semester(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Department head name** |  |
| **Department head signature** |  |
| **Today’s date** |  |

\*Note if approved, use of grant funds must follow all RIT Travel Policies: https://[www.rit.edu/fa/controller/content/travel-policies-procedures-manual](http://www.rit.edu/fa/controller/content/travel-policies-procedures-manual)