**LECTURERS’ PROFESSIONAL DEVELOPMENT GRANT APPLICATION**

**DEPARTMENT CHAIR/UNIT HEAD VERIFICATION FORM**

**Instructions**

Non-tenure track faculty (lecturers, senior lecturers, and principal lecturers) at RIT may apply for funding one time per academic year of up to $2,000. To be eligible for this funding you must have taught at RIT for at least two consecutive semesters, and to the best of your knowledge, you will continue teaching in the department during the next academic year.

This signed verification sheet must be signed by your department chair/unit head indicating that you will continue teaching in their department going forward. Email the completed, signed form to FCDS@rit.edu.

|  |  |
| --- | --- |
| **Your full name:**  |  |
| **Your RIT email address:**  |  |
| **Additional email address:**  |  |
| **Your department:**  |  |
| **Your college:**  |  |

|  |  |
| --- | --- |
| **Date(s) of proposed activity:** |  |

**Describe the activity for which funding is being requested:**

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| --- |
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**Appointment Verification**

I certify that I am in continuing appointment at RIT in a lecturer, senior lecturer, or principal lecturer rank.

|  |  |
| --- | --- |
| **Your signature** |  |
| **Today’s date** |  |

|  |  |
| --- | --- |
| **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)