

**Dean’s Office Professional Development Request Form**

The College of Liberal Arts and Sciences values employee [professional development opportunities](#) both on and off campus. As such, a limited amount of funding is available to support your professional growth. Requests will be reviewed and considered by the Budget and Financial Services Team. Please note that due to budget limitations not all requests will be approved. Approval of this request will not result in any additional compensation, whether hourly or salaried. Requests must be submitted to your supervisor for review at least two weeks prior to the start of the event. If travel is involved with this request, attach a signed [travel request form](#). After supervisor approval, submit to Mindy Knicely for budget review.

Name and Date	
Development Description	
Location (City/State/Country)	
Date(s)	
Estimated Cost	
What does the cost include?	

Briefly describe how this opportunity will enhance your professional development goals:

Briefly describe the impact to your workload and how disruptions will be mitigated:

By submitting this request, you agree to comply with the rules and regulations of the University.

Cost Center and Program Account	
Supervisor Approval	
Budget Approval	

**Office of the Dean**