



**Application for Academy-Wide Faculty Development Funds (2021-22)**

Name \_\_\_\_\_ Date submitted \_\_\_\_\_

Classification \_\_\_\_\_ (tenured, tenure-track; lecturer: full-time or part-time)

Department \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

***(If you overspend the amount requested, you may have to make up the difference.)***

Applications should be submitted to the Academic Support Coordinator (Sianna Brito, sbrito@csum.edu 707-654-1779) prior to the date of the proposed activity. Electronic submissions are encouraged. A completed application includes the following:

1. This cover page;
2. A description of the proposed faculty development activity, including why the activity meets the funding requirements of the award(s);
3. The starting and ending dates of the proposed activity;
4. A cost analysis of the proposed activity including how the costs are to be borne;
5. An explanation of how the activity will benefit Cal Maritime, being as specific as possible;
6. A description of how missed classes, labs, and other Academy responsibilities will be addressed
7. A written recommendation from the applicant's department chair. Chair's letter should indicate a) whether faculty member is presenting work, serving on a panel or otherwise in a support role, or simply attending; and b) if a proposal has been accepted, or the date when an acceptance decision is due.

Read the "Descriptions of Faculty Development Funds" to see the background, criteria, and procedure for applying for this fund.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Dean or Library Dean

\_\_\_\_\_  
Date

Dean's Comments (optional):

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