



AGREEMENT FOR FACULTY DEVELOPMENT GRANT PROJECT OR ACTIVITY

Name: _____

Department: _____

Travel Date (s): _____

***** Before approval for leave, this form must accompany each request for faculty development funding to attend conferences, workshop and travel*****

The form is vital in documenting use of faculty development resources and maintaining accurate records for maximum budgeting.

* _____ I agree to present to the faculty a conference report.

* _____ The date report will be presented to the faculty in the center.
(Please schedule the date within five work days after event).

* _____ Before the presentation I will complete the form for the
“Roundtable Discussion Session”

*These three agreements must be checked before forwarding request for Faculty Development funding.

Or

_____ I decline to present, I withdraw the request to attend the conference.

Return all forms to: Ms. Janet Clayton, Activity Director of Faculty Development.

Signature of Faculty Member

Date

Signature of Activity Director

Date

Morris College

Dr. Leroy Staggers, President

Program funded by Title III – Academic Programs and Instructional Resources/Faculty Development