

# PTL Professional Development Funds Guidelines for Format and Submission of Requests

## Format for Requests

- Name
- Department/decanal unit/campus
- Amount of funding requested
- A detailed budget outlining the use of funds
- Semester during which funds will be expended
- Project statement, including how the project relates to professional activities at Rutgers (limited to one page)
- Endorsement by Department Chairperson or Program Director
- After endorsement by your Department Chair or Program Director, the request for funding should be **sent via email to Marisa Koz** at [koz@oldqueens.rutgers.edu](mailto:koz@oldqueens.rutgers.edu)

## 2010 Deadline:

Requests for Professional Development Funds must be submitted no later than November 30, 2009.

## Decision Announcement:

PTL professional development funding decisions should be announced by January 30, 2010 with the funds dispersed in February 2010. The RU Center for Teaching Advancement and Assessment Research makes award decisions.

## Questions:

If you have any questions about PTL Professional Development Funds or any other matter related to your status as a Part-Time Lecturer, you may contact Karen Thompson, PTLFC AAUP-AFT Staff Representative at [kgt@rci.rutgers.edu](mailto:kgt@rci.rutgers.edu) or 732-964-1000, ext. 21.

Information on projects funded in previous years is available on the union's website: [www.rutgersaaup.org](http://www.rutgersaaup.org); look for the link to Professional Development Funds on the part-time lecturer webpage.