

ASPEN UNIVERSITY

Office of Academic Affairs

Form:

Professional Growth & Development Fund Application

Aspen values faculty and their continued commitment to quality teaching, learning and research. As such we would like to support faculty professional development, as well as, research projects, helping faculty stay current in their field to bring quality learning to the student experience.

Faculty may apply for professional development growth funds. Annual funds available faculty may apply for is up to \$500 to support a growth experience.

PROFESSIONAL GROWTH

The institution demonstrates a commitment to faculty and staff professional development. The institution encourages faculty and staff to become members of professional organizations, to review and apply relevant research, to pursue continuing education or training in their respective fields, and to enhance their skills in developing and using electronically delivered, online, or other forms of distance study. The institution provides faculty and administrators with access to a collection of professional educational materials to keep abreast of current trends, developments, techniques, research, and experimentation.

Acceptable Examples of PD at Aspen

- Joining a professional organization as a member or in a leadership role
- Seminars, workshops, conferences, webinars, presentations
- Coursework, MOOCs, continuing education credits
- Certificates, exams, licenses
- Training programs

All professional development needs to have evidence of occurrence, including issuing agency and contact info, length of experience, any cost (if applicable), and description of event(s). A scanned copy of evidence will be required.

The process and steps to receive funds are:

1. Complete these application forms.
2. E-mail to lynda.young@aspen.edu along with supporting documentation and/or screenshots related to the event, and CC your School Dean.
3. Following review, the faculty member will receive an e-mail with the decision.

If the application is approved, the faculty member will need to complete an expense report, including scans of receipts, for reimbursement and the reimbursement form will be included in the e-mail response. All expenses must have a valid receipt. Reimbursement check may take up to 30 calendar days to be processed and delivered.



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Request Date: _____ School of: _____

First Name: _____ Last Name: _____

Street Address: _____

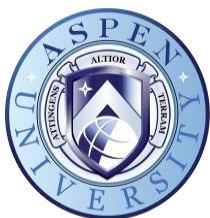
City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Activity Title: _____

Activity Delivery Date and location: _____

Brief Description of Activity and Possible Benefits (enclose materials as applicable):



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First Name: _____ Last Name: _____

How will you bring back what you learned from the event and share it with the rest of the faculty community at Aspen University. To achieve this requirement, faculty will create a summary of the event and the learning that occurred by providing a four-slide Powerpoint, according to the below outline. Aspen will post your summary resource in the Faculty Forum of the Faculty Resource Center (FRC), which can be accessed through <https://classroom.aspen.edu/d2l/home/36963>, so that all faculty can benefit from the learning.

- Slide 1: Title Page, Name, School, Program in which you teach
- Slide 2: Title and Description of Event
- Slide 3: Your Take-Away from the Event
- Slide 4: How can the learning be brought into the Aspen classroom to improve the student experience?

Note- This resource is required as part of the agreement for reimbursement of the professional development (PD) application to request for funds.

*******For Internal Purposes ONLY*******

Decision of Committee: ____ Need more Information ____ Approved ____ Denied (Reason)

Today's Date: _____

After the PD event, committee received Summary Resource (see above)? ____ Yes ____ No