



Adjunct Faculty Professional Development Fund Reimbursement Request

Adjunct faculty members within the collective bargaining unit who qualify for “good faith consideration” may apply for reimbursement of the reasonable costs associated with professional development activities that contribute to the improvement of their teaching.

The maximum reimbursement per eligible adjunct is \$600 per fiscal year. Documentation of expenses must be provided upon request. Please submit this form to your department chair/program director for initial approval. The request will then be reviewed by the Provost’s office.

Adjunct Faculty Information

First Name

Last Name

E-mail

Phone

School

Department

Reimbursement Request

Description of professional development activity/event

Description of how the activity will enhance your teaching

Date of Activity/Event

Amount Requested

Adjunct Signature

Date

Approvals

Dean or designee

Date

Provost or designee

Date

Please submit form to Steve Pini: pini@wustl.edu after Dean's approval.