**Petition For Use of Faculty Development Fund Credits – Non-Travel**

(Please do not use this form to request use of FDF credits for travel)

**Name:** ____________________________  **Date:** __________

**Department:** ______________________  **Campus:** ________  **Academic Year:** ______

**Purpose for the Faculty Development Fund Credit usage (Check all that apply to this request):**

- [ ] Membership in academic and professional organizations  $ ______
- [ ] Resources for research (e.g. databases and software)  $ ______
- [ ] Research expenses (e.g., copying, mailing costs)  $ ______
- [ ] Books or Journal subscriptions (relevant to teaching or research)  $ ______
- [ ] Professional education and classes (relevant to teaching or research)  $ ______
- [ ] Continuing education courses or credits (required to maintain professional licenses or certifications related to your discipline)  $ ______
- [ ] Page fees for professional publications  $ ______
- [ ] Other (Please describe below)  $ ______

**TOTAL AMOUNT REQUESTED**  $ ______

**Faculty Signature and Date**

**RECOMMENDATIONS**

- [ ] Approve up to $__________
- [ ] Disapprove

**Current FDF Credit Balance:**  $__________

**FDF Credits spent this academic year:**  $__________  *(max $3,000 per academic year)*

- [ ] Approve up to $__________
- [ ] Disapprove

**Chairperson Signature and Date**

**Associate Dean Signature and Date**

**Dean Signature and Date**