

**2023-2024 Application for Senior Lecturer and
Full-Time Non-Tenure Track Faculty
(See Article 18.12.3 in the CBA for Eligibility)
Faculty Development Funds**

Application deadline: 5:00 p.m. on Friday, December 1, 2023

Submit materials to: Provost Office via email – provost.office@cwu.edu

Name of applicant: _____

Department Name: _____

Amount requested \$ _____ Senior Lecturer Full-time Lecturer

How many years have you taught at Central? _____

Workload total for 2022-23 _____

Anticipated workload for 2023-24 _____

Funds are to be used for work related purchases and expenses, including travel. All expenditures must be in compliance with University policies. Assets purchased with these funds become the property of CWU and are required to be tagged and added to inventory in accordance with [CWU's equipment capitalization guidelines](#). ***If purchasing assets, please review policies CWUP 2-40-210 "State Property" and CWUP 2-40-010 "Acceptable and Ethical Use of University Information Technology"*** which explain appropriate de minimus use of state property (see policy links at the end of page). Travel must be in accordance with [CWU travel policies](#).

Expenses for faculty development must be incurred during the fiscal year in which they're being requested/reimbursed and posted to a University budget prior to the end of the same fiscal year, June 30th. Unused funds will not be transferred or carried over into another fiscal year.

Select a rationale code:

- | | |
|---|---|
| <input type="checkbox"/> 1. Travel for Academic Presentation or Performance | <input type="checkbox"/> 6. Equipment or Supplies to carry out lab research |
| <input type="checkbox"/> 2. Travel for Professional Learning (Workshops, seminar, etc.) | <input type="checkbox"/> 7. Equipment or Supplies to carry out field research |
| <input type="checkbox"/> 3. Electronic Device to enhance research development | <input type="checkbox"/> 8. Journal Subscription to enhance development |
| <input type="checkbox"/> 4. Electronic Device to enhance teaching development | <input type="checkbox"/> 9. Other: Please be explicit on how this purchase affects professional development. You may need to consult with your department's assigned financial manager. |
| <input type="checkbox"/> 5. Electronic Device to enhance service development | |

Allowable expense questions can be directed to CBA_Faculty_Development@cwu.edu.

Describe what you would like to purchase and how this will enhance your professional development: *(Please be specific. If traveling, identify dates, destination, and reason for traveling. If purchasing supplies and/or equipment, identify what you are purchasing.)*

Funds must be used and submitted for reimbursement prior to June 30, 2024. Unused funds may not be transferred or carried over into another fiscal year. **Maximum award is \$700.00.**

Faculty Member's Printed Name	Faculty Member's Signature
Rank/Title	Date
College	Department

If faculty member holds Lecturer rank, is faculty member full-time for 2023-24? ([See definition in CBA](#) found under Collective Bargaining) Yes No

Department Chair signature (verifying full-time annual contract status of lecturers)