

## Professional Membership Funds

In order to insure that professional memberships funds are disbursed fairly, the Academic Affairs Office has set up the following procedure for approval of membership reimbursements:

1. All faculty requesting membership funds must have a complete and updated growth plan (FGP) on file.  
Updated annually, Faculty Growth Plans are submitted to the school dean and the department chair by May 31. In the Faculty Growth Plan, faculty should specify memberships they plan to keep current.
2. The school dean forwards the FGP and an evaluation of it to the Academic Affairs Office where it will be used as a basis for granting funds. Often, the requests exceed the membership budget.
3. The due date for membership requests is September 15, annually.
4. The Provost and the Academic Affairs Office will review membership requests and prioritize the requests under these general guidelines:
  - Memberships should be directly related to the faculty member's area of expertise.
  - Memberships should be connected to the goals specified in the Faculty Growth Plan.
5. Upon approval of the memberships requested, the faculty member will be notified by the Deans' Assistant in her/his school or the Executive Assistant to the Provost.
6. Please click on the following link to access the Membership Request Form.