

**WAGNER COLLEGE
PROFESSIONAL AID APPLICATION
FOR ADJUNCT FACULTY**

DUE OCTOBER 1 & MARCH 1

Name: _____ Email: _____

Department: _____ Total Amount Requested: _____

Adjunct faculty members who have taught at Wagner College for seven or more consecutive years may apply for professional aid of up to \$1,000.00 annually. Before applying, please consult with your department chair. Please submit a separate form for each activity for which you are seeking aid.

1. How many consecutive years have you been teaching at Wagner? _____
2. Are you receiving funding for this project from another institution or organization? _____ If so how much? _____
3. Have you previously received Adjunct Professional Aid? Yes ___ No ___ If yes, when? _____
4. Attach to this form a statement describing the activity for which you are requesting funds. Activities may include continued studies, attending a conference or workshop, presenting a paper, chairing a panel, exhibiting or performing creative work, publishing an article or a book, or other activities tied to your professional development. Please provide sufficient detail to permit review, including the answers to the following:
 - a) Provide a complete description of the activity for which you are requesting funds. At what stage is your work on this activity at present?
 - b) If applicable, provide the name of the conference, program, panel, workshop, exhibit, or performance, with dates.
 - c) If applicable, provide the title of any type of presentation that you may give.
 - d) Include any supporting materials, such as a program, a letter of acceptance, a bibliography, a table of contents, etc.
 - e) Itemize your proposed expenses.
5. Attach a current curriculum vitae

Signature of Applicant: _____ Date: _____

Approved by: (Department Chair): _____ Date: _____

Please send one copy of this application to the Office of the Provost, and retain a copy for your records.

Funds received per October 1 submission must be used and receipts submitted by February 28 of the following year. Funds received per March 1 submission must be used and receipts submitted by September 30th of the following year.