**PROFESSIONAL DEVELOPMENT FUND FOR LEO LECTURERS**

**APPLICATION COVER PAGE**

**Academic Year 2024-2025**

**Instructions:** Applicants should complete Items 1-12 and have their program directors/chairs or deans complete Item 13. The application must include 1) a completed application cover page, 2) a brief (1-2 page) description of the proposed project/activity, 3) an itemized budget and 4) a brief curriculum vita, and must be submitted via email to [LEOProfDev@umich.edu](mailto:LEOProfDev@umich.edu). Please combine your proposal into a single document in Microsoft Word or .pdf format.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Name (printed) Signature

3. 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Title (e.g. Lecturer IV) Date of initial appointment as Lecturer

5.

E-mail address

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Address Telephone Number

7. \_\_\_\_\_\_

Program/Department School/College

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program/Unit/Department Administrator

8. **Duration of Project/Activity:** Starting Date: Ending Date:

9. **1-2 Sentence** **Proposal Summary:**

10. **Amount Requested** **(not to exceed $2,500 per AY):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. **Certification of Other Support from my Academic Unit (check one):**

\_\_\_\_\_ My academic unit does not provide professional development funding for this proposal.

\_\_\_\_\_ I applied for professional development funding for this proposal from my academic unit, and received the following funding: \_\_\_\_\_\_\_\_\_\_\_\_.

12. I have received a LEO Professional Development Fund Award in the past.

yes / no

If yes, year(s) and semester(s) received: a) \_\_\_\_\_\_\_\_\_\_\_ b) \_\_\_\_\_\_\_\_\_\_\_ c) \_\_\_\_\_\_\_\_\_\_\_

13. **Program/Department Verification (to be completed by Program Director/Chair or Dean or designee):**

**By signing below, I certify that the following statements are true:**

This proposal is being submitted by a Lecturer who is actively appointed or on an approved leave of absence.

I have a reasonable expectation that this Lecturer will be reappointed beyond the current semester.

If this proposal includes activities that would take the Lecturer away from his or her assigned responsibilities (e.g. teaching), the Program/Department is supportive of this absence.

I certify that this request falls outside of normal classroom support in the unit.

This proposal is consistent with the standards of excellence and assigned responsibilities applicable to this Lecturer.

*Program Director*/*Chair/Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* (Printed Name)

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* (Signature)

*Department/School/College* **\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Please complete the sections below consisting of a 1-2 page description of the proposed professional development activity, itemized budget and brief curriculum vitae.**

**Application Deadline**: In order to be eligible for consideration, applications must be received ***no later than 5:00 p.m*.** on the dates indicated below:

Fall 2024 Semester\*: September 27, November 15 (Awards will be announced on or about October 18 and December 13).

Winter 2025 Semester\*: January 24 and March 14 (Awards will be announced on or about February 14 and April 4).

Completed applications should be submitted via e-mail to [LEOProfDev@umich.edu](mailto:LEOProfDev@umich.edu)

*\*Due to the increased frequency of funding, funds may be exhausted prior to the deadline dates listed above.*

**Please describe your proposed professional development activity. The proposal should specifically address one or more of the following criteria and explain how it will demonstrably expand your knowledge base for successful teaching.**

**Please ensure your proposal adequately addresses these criteria and ties directly to the courses you teach.**

* **Does the proposal offer a way for the Lecturer to enhance his or her command of his or her subject matter, provide for growth in the Lecturer’s teaching methods, or assist the Lecturer in developing, organizing and conveying course content?**
* **Does the proposal offer enhancements for the development or implementation of innovative teaching and learning activities in the Lecturer’s academic unit?**
* **Does the proposal offer a way for the Lecturer to share results of his or her work with a broader scholarly community?**

**Please provide an itemized budget in the space below.**

**Please insert a brief curriculum vitae in the space below.**