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*"Catch Your Dream Through a Superior Education"*

## FACULTY PROFESSIONAL DEVELOPMENT PRE-APPROVAL FORM

**Complete and submit this form to the Dean of Instruction prior to the activity to ensure its applicability for your professional development. The form is required if the activity will be supported with college funds or educational leave time.**

\_\_\_\_\_  
**Last Name**

\_\_\_\_\_  
**First Name**

\_\_\_\_\_  
**Middle Initial**

**Type of Development Activity** (please specify below):

- Workshop/Seminar**     **National Conference**     **State or Regional Conference**  
 **Credit-granting Course**     **Presentation at Workshop or Conference**     **Summer Program**     **Other**

**Activity planning:**     *Included in professional development plan*     *New activity*

Amount of funding requested: \_\_\_\_\_

Educational leave requested: \_\_\_\_\_

Plan to cover classes: \_\_\_\_\_

<u>Course Title, Publication(s), Workshop, Conference, etc.</u>	<u>Date(s)</u>	<u>Hour(s) or Credits</u>

**\*\*Please attach program announcement, preliminary program, letter of invitation, or other descriptive information.**

\_\_\_\_\_  
**Signature**

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

\_\_\_\_\_  
**Dean's Initials    Date Received**