

**INSTITUTIONAL TEACHER EDUCATION
FACULTY DEVELOPMENT REPORT FORM**

Send this form to the Chairman, Faculty Development Committee, Dept. of Education, as soon as possible after the activity has occurred.

Name _____

Department _____

Category (check one) Professional Development,
 Instructional/Program Scholarship Service (minimum 15 pts annually and no more than 25 points in one category within five-year period)

Dates of Activity _____

Location at which activity occurred _____

Contact Hours _____

Points _____ (1 point per hour, do not include travel, lunch, break times)

Please keep documentation for the faculty development activity in your files in case of an audit.

Please write a brief abstract of the activity in the space below. Use one form for each activity.

I (attended) (presented) (chaired a committee) (officiated) (evaluated) (_____) in this activity.

(Signature of Faculty Member)

Send to Dr. Dennis Gentry, Dept. of Education Chair, EDU 101