

REQUEST FORM

"Faculty Conference Attendance"

Name: _____	Department: _____
Rank: _____	College: _____
Conference Information:	
Title: _____ _____	Location: _____
	Website: _____
Attachments: faculty should attach to this form the following:	
1. Full Paper	2. Acceptance Letter
3. Report on class coverage/substitution (as discussed with the Chair/Associate Chair)	
Number of Conferences attended this Academic Year: <input style="width: 50px; height: 20px;" type="text"/>	
Signature: _____	Date: _____
For Chair/ Associate Chair use only:	
1. Is faculty entitled to attend as per PMU policy	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Have arrangements been made for class coverage/ substitution	YES <input type="checkbox"/> NO <input type="checkbox"/>
Recommendations: _____ _____ _____	
Name: _____	Signature: _____
Web Center Confirmation:	
The paper is uploaded	YES <input type="checkbox"/> NO <input type="checkbox"/>
Name: _____	Signature: _____
For Dean's use only:	
Request Approved <input type="checkbox"/>	Request Not Approved <input type="checkbox"/>
Comments: _____ _____ _____	
Name: _____	Signature: _____