



To: Vice President (Academic)

From:

Date:

Re: Recommendation of a Per Course Instructor for Professional Development Award

I have reviewed the enclosed application for professional development funds and confirm the following for

() is on the seniority list in the

() holds a per course appointment for this semester;

() was not hired under clause 13.08(c) of the MUN-LUMUN Collective Agreement (i.e. the instructor is not a graduate student appointed to teach without posting and without following seniority); and

the application requests funds to support a professional development opportunity that is related () employment history at Memorial University and () usual teaching assignment.

Therefore, I am recommending that receive a professional development award.

Sincerely yours,

Enclosure – Applicant’s Travel Request

c.

Ian McKinnon, Acting Associate Director, Office of Faculty Relations