

MERIT ACTIVITY PRE-APPROVAL FORM

FACULTY MEMBER: _____

MERIT YEAR: _____

I am requesting Pre-Approval for the following activity:
(One activity per form)

_____ Additional Coursework

_____ CEU

_____ Non-Institutional Faculty Professional Development

_____ Professional Conference Attendance

_____ Other (# _____)

Date of activity: _____

Name/Title of activities: _____

Summary of activities and relationship to position: _____

“Other” activities must include the only acceptable form of documentation:

Faculty Signature/Date: _____

Division Chair Signature/Date: _____