

**Valerie Appleton Faculty Development Memorial Fund  
Information  
Awarded for July 1, 2025 – June 30, 2026**

In 1991 Valerie Appleton joined the EWU community as an assistant professor in the Applied Psychology Department. She quickly advanced from Assistant to Full Professor, Program Director, Assistant Dean and finally in 2004, Dean of the College of Education & Human Development. Valerie served in that capacity until her untimely death in December 2005.

While at Eastern she was known for her sincerity, leadership, and ability to work with faculty, students, and staff across the university. Among her greatest strengths were creating partnerships with the K-12 system and bringing in extensive applied research grants such as the U.S. Department of Education Training All Teachers, bilingual counseling, and support projects.

Valerie valued education and faculty development. To honor Valerie's passion to better serve Eastern Washington University, the Valerie Appleton Faculty Development fund was established to be used for faculty development.

**Uses and Purposes**

- May be used for conferences, research and those events that will further faculty development and success at EWU.

**Eligibility**

- Faculty members, includes Tenure Track and Special Faculty from any college.
  - Faculty members working towards becoming a dean and/or higher administrator will receive preference.

**Available Funds**

- \$5,000 is available for allocation from July 1, 2025 – June 30, 2026.
  - More than one faculty member is eligible to receive a portion of available funds each year.
- Awarded each calendar year.
- Funds must be used no later than the end date specified.

**Approval Authority**

- Provost in consultation with the Dean and the Chair.

**Application**

- Applications due by May 15, 2025.
- Submit application online [here](#)
  - Click on All Resources
  - Click on Grants & Endowments
  - Click on Application Process for Valerie Appleton Memorial Fund

**Notes**

- A report of the use of funds is due no later than December 2, 2026.
  - Name
  - Purpose and background information of professional development activity
  - Results
- Awardees may be asked to present to EWU leadership, such as Board of Trustees, Executive Leadership Team, Expanded Academic Affairs Council etc.

## **Valerie Appleton Faculty Development Memorial Fund Application Instructions**

**Name:** List first and last name

**Rank:** List faculty rank

**Email:** List EWU email address

**Department/Program:** List department and program name

**College:** Check corresponding college name

**Are you interested in working towards becoming a dean and/or higher administrator:** Check yes, no, or uncertain.

**If yes, further explain:** Provide a summary of your future administration goal.

### **Section 1: Professional Development Activity**

Narrative may not exceed **five (5)** double-spaced pages, with no less than **1-inch margins, using Times New Roman Font, no smaller than 11-point font.**

1. Description of purpose and scope
2. Significance of the professional development
3. Detailed plans of the professional development
4. Timeline, dates of activities, etc.

### **Section 2: Budget** (Funds are available July 1, 2025)

1. Requested Amount: List total requested amount
2. Total Cost: List total cost of activity
3. Line-Item Expense Breakdown: List all associated costs, below are examples.
  - o Estimates are acceptable, however final expenses exceeding what is awarded, must be covered by the college or the department.
  - o Registration
    - o Conference, event, etc.
  - o Goods and Services
    - o List expendable supplies, printing, copying costs, etc.
    - o Purchases **MUST** include use tax, even if tax was not charged (e.g., internet orders). State law requires we pay use tax on purchases from out-of-state vendors who are not required to collect tax on their sales.
  - o Travel
    - o List destinations, air fare, mileage, per diem, etc.
  - o Equipment
    - o List items individually; include applicable taxes, shipping, and installation if applicable.
  - o Other
    - o List other expenses not captured by the above categories.

**Note: PDF final application.**

**Section 4: Curriculum Vita:** Attach as a separate PDF document

### **Section 5: Letters of Support:**

- o Optional - No more than three
- o Attach as a separate PDF document