

Faculty/Staff Development Policies and Procedures

The following policies have been developed and approved by the members of the Faculty Staff Development Committee in an attempt to equally distribute funding for the purpose of providing professional development funds.

Financial Limits

Individual Requests: \$250 (*per fiscal year/person*)

Request Deadline

All funding is approved on a first come, first serve basis

Faculty Staff Development will consider supporting any professional development activity that will benefit the campus as a whole or a specific group, and/or individual to enhance their professional development.

Faculty/Staff Development Financial Request Form

Name: _____

Date Submitted: _____

(Please check one) Individual Request: Other:

For Office Use Only!

Date Received: _____

Received By: _____

Approved: Denied:

Event Title: _____

Event Date: _____ Total Cost: _____

Event location: _____

Amount requesting from Faculty Staff Development: _____

Please list other sources and amount contributed by each including personal contribution.

a. _____ c. _____
b. _____ d. _____

1. How will this event benefit you personally?

2. How will this benefit faculty, staff, and students as a whole?

3. Approximately how many individuals will benefit from this event?

4. How will you share this information with the campus community?

5. Please supply information such as brochures, memos, etc. you feel the committee should consider when reviewing your request including documentation of the total cost for the activity. There will be an advantage given to requests that show impact to a greater number of faculty, staff and students.

Please Note: Reimbursement documentation must be submitted within 30 days of the event. If the event is cancelled or you will not be using the funding for whatever reason, please notify the committee ASAP.

Signed: _____

Supervisor signature: _____

Please return this form to Tracy Sword