# Staff Professional Development Funds

Pending budget considerations, each year the department will allocate a “Staff Professional Development Fund.” The chair will consider applications for staff professional development funds on a rolling basis. The chair will determine the amount of available funds each year, and communicate these parameters to eligible staff. Funds do not roll over, and must be requested and spent within the fiscal year.

Only full-time staff who have earned a satisfactory evaluation on their annual review will be eligible for professional development funding.

Applicants for professional development funds should submit a 150-250-word description of their request, a requested dollar amount, and a budget showing how departmental dollars would be spent. This description should also state how the request will foster their professional growth and benefit the department. Any professional development related expenses (e.g. travel to professional conferences; training opportunities; development-related books and other materials; etc.) are eligible for consideration.

When allocating funds, the chair will take the following criteria into consideration:

1. Likelihood of the request to benefit the staff member professionally
2. Likelihood of the request to benefit the department
3. Soundness of the budget
4. Track record of the staff member