



## POLICY REGARDING USE OF STAFF DEVELOPMENT FUNDS

Each full-time staff member will receive \$1500 in professional development (PD) funds. The purpose of these funds is to support the professional development of each of our valued staff.

PD funds will be allocated to the Department Director/Supervisor/Manager depending on the number of staff in the department and predicated on the following caveats:

- ★ PD funding must be expended within the current fiscal year, ending August 31<sup>st</sup>. Unused funding does not carry forward to the subsequent fiscal year.
- ★ All funds must be encumbered by July 15<sup>th</sup>, to allow for end-of-year processing by Finance and Administration. Your department account manager can assist you if you need help understanding what constitutes encumbered funds.

Staff may utilize funding for one or more of the following purposes:

- Memberships in professional organizations
- Participant/Presenter at a conference/workshop/webinar
- Other, as approved by the Department Director/Supervisor/Manager

In some instances, a staff member may not expend or encumber all of their PD funds. Staff who will not use or encumber any or all of their PD funds will return the remaining funds to their Department Director/Supervisor/Manager by April 15<sup>th</sup>. In so doing, those staff who are not fully utilizing their funds will provide opportunities to other staff to avail themselves of additional funds. At that time, Department Director/Supervisor/Manager will notify faculty of the availability of the funds (if available). Staff who wish to obtain additional funds from the pool of returned funds for one or another of the purposes set forth above will submit an application to the Department Director/Supervisor/Manager, who will then decide how to disburse the remaining funds.

## APPLICATION FOR USE OF FACULTY DEVELOPMENT FUNDS INITIAL REQUEST



Each full-time staff member will receive \$1500 in professional development (PD) funds.  
The purpose of these funds is to support the professional development of each of our valued staff.  
Staff may utilize funding for one or more of the following purposes:

- Memberships in professional organizations
- Participant/Presenter at a conference/workshop/webinar
- Other, as approved by the Department Director/Supervisor/Manager

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Professional Development Purpose: \_\_\_\_\_

If using "Other, as approved by the Department Director/Supervisor/Manager", please provide details below or attach a narrative.

I understand that:

PD funding must be expended within the current fiscal year, ending August 31<sup>st</sup>. Unused funding does not carry forward to the subsequent fiscal year.

All funds must be encumbered by July 15<sup>th</sup>, to allow for end-of-year processing by Finance and Administration.

I will reach out to my account manager if I have questions regarding encumbered funds.

\_\_\_\_\_  
Staff Member

\_\_\_\_\_  
Date

Requested  
Amount

Amount  
Used

Available  
Amount

Account  
Number

Sequence  
Number

Department

Sub  
Department

\_\_\_\_\_  
Account Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director/Supervisor/Manager

\_\_\_\_\_  
Date

CC: Account Manager