

Staff Development

Original Implementation: September, 1990

Last Revision: April 14, 2015

Opportunities for staff development shall be provided on a limited basis as funds designated for this purpose are available. Projects must be related to the employee's current university responsibilities or be directly related to skills or information relevant to a specific university job or position the employee is seeking that is within his/her career path. Typical staff development projects may include formal education such as short courses, seminars or college-level courses and/or training courses or seminars related to computers or other electronic or mechanical equipment.

The following should guide the preparation and approval procedure for staff development proposals.

1. Projects may be proposed and approved for non-faculty, full-time staff members, either exempt or non-exempt.
2. Any eligible employee, as defined in item 1 above, may submit a proposal for either himself/herself or for an employee who reports to him/her.
3. Proposals, containing a detailed description of the project/program and estimated costs, must be submitted to the employee's immediate supervisor and routed for approval through administrative channels to the appropriate vice president.
4. A copy of the proposal showing the amount approved by the vice president must be attached to any travel request, voucher, etc., required for payment or reimbursement.

Cross Reference: Employee Scholarship Program (12.5)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: None

Board Committee Assignment: Academic and Student Affairs