# POLICY SUMMARY FORM

**Policy Name:** Staff Development

**Policy Number:** 11.27

**Is this policy new, being reviewed/revised, or deleted?**    Delete

**Date of last revision, if applicable:** 4/14/2015

**Unit(s) Responsible for Policy Implementation:** Vice President for Finance and Administration

**Purpose of Policy (what does it do):** The policy outlines the requirements for requesting and receiving staff development.

**Reason for the addition, revision, or deletion (check all that apply):**
&#x2612; Scheduled Review        &#x2610; Change in law     &#x2610; Response to audit finding

&#x2610; Internal Review        &#x2610; Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for <u>each</u> substantive revision:**

**Specific rationale for deletion of policy:** This content of this policy is covered in more detail under Policy 11.11 Employee Training. This policy is limited to non-academic staff but Policy 11.11 covers both staff and faculty.

*Additional Comments:*

Reviewers:

Loretta Doty, Director of Human Resources
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

# ~~Staff Development~~ POLICY TO BE DELETED

**~~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~~