

College of Arts and Sciences Staff Professional Development Fund Guidelines

Purpose This fund has been established to help support professional development for staff in the College of Arts and Sciences. The fund can be used to cover costs associated with workshops, training sessions, conferences and seminars that enhance the knowledge, skills and abilities of staff in a manner that will help to improve the quality of academic, research and service activities at the University of Louisville. The fund can be used to support professional development for an individual or to support a workshop or other program for a group of staff or staff in a department. The fund does not cover costs of college tuition, fees or books for college courses.

Supplemental Funds Staff are encouraged to apply for funding from the University's Staff/Faculty Professional Development Small-Grant Program (forms for this program are available at <http://www.louisville.edu/president/pdmgp/forms.htm>). Up to \$1,000 from the A&S Staff Professional Development Fund can be used as supplemental funds to cover costs associated with travel that are not covered by the University's grant (such as meals, rental cars, airport shuttles). **NOTE: If you are applying for a University Professional Development Small-Grant, you do **not** need to submit a separate application form for the A&S funds. Simply attach a separate budget page to the University form that shows the breakdown and total of the expenses you wish to have covered by the A&S Professional Development Fund and submit the entire set of materials to Yolanda Buford Demaree.**

Amount The maximum amount for a request for an individual is \$2,000. The maximum amount for a request for a group of staff (three or more) is \$3,000. Non-University personnel may be offered honoraria not to exceed \$2,000 from these funds for conducting workshops or other training.

Eligibility Regular status full-time and part-time staff in the College of Arts and Sciences are eligible to be awarded one professional development request per fiscal year. Departments wishing to offer in-house workshops or other training are eligible to have one request funded per fiscal year. Temporary status employees are not eligible to apply. Applications will not be funded retroactively.

Procedure Complete the application below, obtain the required signatures and submit the original and one copy of the application along with attached documentation to Yolanda Buford Demaree, Assistant to the Dean, Staff Personnel in the College of Arts and Sciences Dean's Office. Typically you will receive notification concerning approval in approximately 2 weeks. Proposals are accepted throughout the year; however, applications will be funded until the available funds are expended for the fiscal year. Pending availability of resources, the Fund will be replenished each fiscal year.

Follow up Within 60 days of completing the professional development activity, a brief report describing the activity, who attended and the benefits must be submitted to Yolanda Buford Demaree. This report is required for future eligibility for awards from this Fund.

**College of Arts and Sciences
Staff Professional Development Fund
Application**

Please type directly into this Word document and let the application run to a second page if needed. Please print out the application and obtain signatures on the printed copy.

Name :

Title :

Department :

Supervisor :

Department Chair :

Description of Event/training :

Name and Address of Organization to be Paid:

Start Date :

Completion Date :

Explain the purpose of the professional development for which you are requesting funding and how it will affect your work at the University of Louisville :

Itemize the expenses you are requesting be covered by the A&S Professional Development Fund :

Attach supporting documentation (e.g. copy of brochure describing the training, quote for airfare, etc.). If an honorarium is to be paid to a trainer, indicate his or her qualifications or attach a resume or CV.

Contributions from other sources :

Signatures :

Staff Member's Signature

Date

Supervisor's Signature

Date

Chair Signature

Date

For Dean's Office

Approved

Not Approved

Signature

Date

**College of Arts and Sciences
Staff Professional Development Fund
Report Form**

This form is to be completed within 60 days of the funded professional development activity.

Name(s) of recipients of professional development funds :

Date professional development activity was completed :

Purpose of professional development activity :

ACTIVITIES AND BENEFITS REALIZED

Please describe briefly the impact of the professional development on your work at the University of Louisville:

Return completed report to Yolanda Buford Demaree, Assistant to the Dean, Staff Personnel,
College of Arts and Sciences Dean's Office