

Staff Development Application
2023-2024

Date of request: _____ Phone: _____

Name / Title: _____

Division/Department: _____

Is this an Individual request or Department request? _____

Name of Individual(s) attending: _____

Those who benefit: _____

Purpose: _____

Please indicate whether the request is for a class, workshop, seminar, or conference and how it relates to your area of responsibilities and will enhance your job performance. For additional information refer to the Institutional Policy on Staff Development (Answer Book #IV-19)

- ☐ Class
- ☐ Workshop
- ☐ Seminar
- ☐ Conference
- ☐ In-House Training/Webinar

Please explain how the above relates to your area of responsibilities and how it will enhance your job performance: _____

Training Cost: \$ _____

Travel Cost: \$ _____

Lodging Cost: \$ _____

Registration Cost: \$ _____

Other (Please Explain) _____

What portion of the cost is the department willing/able to pay? \$ _____

Total Amount Requested: \$ _____

**If Multiple people are attending from one division, please put the name of the division and have your division Dean sign the form.*

Division: _____

Division Dean Signature: _____ Date: _____
(for multiple attendees in one division)

Individual Requester Signature: _____ Date: _____

Supervisor approval Signature: _____ Date: _____

Guidelines for allocation of Staff Development Funds

Staff Development funds can be awarded on a first come first served basis for classified and non-classified employees to attend workshops, seminars or other professional development programs designed to improve the effectiveness of staff in their current roles as well as promoting staff to compete for more responsible positions as they become available. In addition to conference, workshop or meeting registration fees, employees may apply for tuition, books and fees through application to the Staff Development Committee if there are no funds available from the WVUP Staff Council Employee Scholarship Fund which is administered via Student Financial Aid.

Individual Departments may also make requests for in-house training which will benefit a larger number of staff.

Depending on funds available, and requests received, Staff Development funds may be awarded for the following:

- In-house training, webinars, etc.
- Travel
- Registration
- Hotel Accommodations
- Meals and other related expenses

Staff Development Funds are advised for skill growth coursework leading to job enhancement. Depending on funds available, and requests received, Staff Development Funds will be awarded for the following Registration fees to a maximum of \$400.00 for seminars, workshops, and professional meetings, with half of the total Staff Development Funds used in each semester. Requests over \$400.00 will be reviewed on an individual basis.

Books to a maximum of \$200 per semester if funds are not available through the Employee Scholarship Fund. The committee will follow the Institutional Policy on Staff Development (IV-19).

The Staff Development Committee generally meets once a month; therefore, every effort should be made to have applications for funds in at least one month before the money is needed.

Funds approved must be used and processed for reimbursement before the end of fiscal year deadline. Funds used but not processed can be carried to the next fiscal year, but will be applied toward the next year's maximum funding.

Funds will not be approved for seminars or conferences for which there are comparable seminars or workshops offered by the college, at no charge, to WVU-P employees.

Process for requesting Staff Development Funds:

Staff Development Request Forms for funds are available online

- Employees and Departments must complete and sign the Staff Development Request Form.
- Conference/workshop/meeting brochures and application must be attached to the Staff Development Request Form.
- Completed Staff Development Request Form with appropriate documentation will be forwarded Professional Development Committee email at profdev@wvup.edu or elizabethknick@wvup.edu and oreeder@wvup.edu.
- If annual leave time is necessary for the employee to take a class or attend a conference, workshop or meeting, approval from the supervisor will be needed.

Staff Development Committee will review and approve requests on first come/first served basis and funds available.

The Financial Aid Office should be contacted for the WVUP Staff Council Employee Scholarships and available undergraduate tuition waivers to qualified student employees.