

PROFESSIONAL & ADMINISTRATIVE STAFF PROFESSIONAL DEVELOPMENT FUNDS

Fund Purpose: Professional development is the systematic plan to increase the growth and development of members of the campus community. The purpose of professional development is to facilitate, promote, and encourage activities that further the effectiveness of teaching, learning, service, and research by faculty and staff at the University of Minnesota, Crookston (UMC). UMC encourages and supports the continued development and advancement of its faculty and staff by offering financial support to help pay the cost of:

- 1) Activities that will assist UMC achieve its current annual goals and objectives;
- 2) Activities that support the institution's strategic plan;
- 3) Activities that promote and support academic research and/or conduct and validate the institution's academic research;
- 4) Attending symposiums/seminars/workshops/conferences that help incorporate new technology into the classroom or facilitate the institutional in reaching its goals; and/or
- 5) Presenter fees, and liaison activities with industry which support the institution's implementation of the core components into the curriculum.

Eligibility: Either individual employees or groups of employees may apply for funds. The following employees are eligible to apply for professional development funds:

- 75% to 100% full-time academic professional and administrative employees

There are separate funds available for group training of Civil Service and Bargaining Unit employees. Contact UMC's Office of Human Resources for more information. Individuals who are Civil Service employees or represented by either the Teamsters or AFSCME Union who are seeking funds for individual training opportunities should contact his/her supervisor. In most instances, the division/program area will have some funds available for training of individual employees.

The Regent's Scholarship program also provides an opportunity for eligible UMC civil service and union represented employees to take University of Minnesota classes tuition free. Eligible employees include those working at least 75% full time in an ongoing or temporary percentage appointment during the period for which they apply for the scholarship.

Application Process: Individuals should first contact his/her program area in an attempt to secure funding for the activity. Applications to the professional development fund should be made only after all other sources of funding have been exhausted. Individuals may apply for these funds by completing the attached application form. Be sure to secure the needed signatures prior to submitting. If you are requesting funds for a workshop, attach a copy of the workshop brochure. Turn the completed application form in to: the Office of Human Resources, 304 Selvig Hall. If you have questions, feel free to call Les Johnson at 8345.

Awarding of Funds: While funds are available, applications will be considered in the order in which they are received and approved. Applicants are advised to verify availability of funds prior to incurring expenses. Applicants may receive up to a maximum of \$500 per fiscal year to cover expenses related to travel, lodging, meals, and registration costs.

Requirements: Upon return from the professional development activity, individuals are expected to share with his/her program area/department and other interested employees the experiences and what was learned from participating in the activity. Within thirty (30) days, the employee receiving the award will submit a brief summary report to the Office of Human Resources highlighting personal impressions of the training activity and any suggestions/recommendations. The person's insights will be retained on file and used for future reference by other employees.

**UNIVERSITY OF MINNESOTA, CROOKSTON
P&A PROFESSIONAL DEVELOPMENT FUND
APPLICATION FORM**

Name: _____ Date of Request: _____

Position: _____ Program Area/Division: _____

Name of Professional Development activity for which funds are being requested (*attach a copy of the brochure, or advertisement of the event*).

Breakdown of Cost:

	Total Cost	Amount Requested	Amount Paid by Self	Amount Paid by Program Area	Amount Paid by Other Sources
Registration					
Lodging					
Air Fare					
Mileage					
Food					
Other					

Completed by applicant:

Explain how this activity will help UMC accomplish its strategic plan. (*Use the addition sheets if necessary.*)

Explain how UMC will benefit from your participation in this activity. *(Use addition sheets if necessary.)*

Explain how you will communicate what you learned to the rest of the campus community.

Completed by supervisor:

Explain how this request fits the applicant's goals and program of work which were identified in the person's most recent annual performance appraisal. *(Use the other side or addition sheets if necessary.)*

Signature of approval by supervisor

Signature of applicant