

Staff Professional Development Information

The Department of Biological Sciences has had a long standing tradition of supporting staff professional development activities, believing that participation in these opportunities provides long lasting benefits to both the staff member and to our department. In order to assist individuals in attending workshops, training sessions, and conferences the Department has established the “*Staff Professional Development Fund*”.

Professional Development Philosophy:

- Professional development participation is available to all full- or part-time, permanent staff at all levels including clerical, service, administrative/professional and managerial/professional.
- Professional development should focus on developing skills that will prepare staff members to advance at Purdue or to perform their current duties more effectively.
- All supervisors are strongly encouraged to allow appropriate time release for each staff person to attend trainings that will help them accomplish their professional goals. Approval for participation in such activities should be based on the business needs of each area along with the enhancement of an individual’s professional goals.

Professional Development Fund Guidelines:

- Professional Development funds are to be used to support the Department of Biological Sciences staff’s participation in activities that will prepare staff to advance at Purdue or to perform their current duties more effectively.
- Awards are made to offset costs associated with participation in trainings that involve fees or the purchase of training materials (not to be used for equipment).
- Applications will be on a rolling basis with no particular deadline. Funds requested may be used to defray costs associated with attending professional meetings or seminars, to participate in workshops, or to enroll in professional-oriented courses related to employment responsibilities.
- To apply for an award, applicants should discuss the request with their supervisor and then complete the “*Staff Professional Development Fund Application*” form (available from the main office or on the Department website), providing a description on how participation in the proposed activity will contribute to your professional development and career.
- Awards are capped at a maximum of \$500. All funds will be used to reimburse documented expenses.
- Applications from staff that have also applied to the College of Science Staff Development call-outs will receive priority.
- Completed applications should be submitted to the Department Head or main office.
- Individuals are eligible for one award per calendar year.

Staff Professional Development Fund Application

Name: _____

Department Area: _____

Phone: _____

E-mail: _____

Supervisor: _____

1. Title of conference, course name, or training program:
2. Dates of activity:
3. Registration deadline (if appropriate):
4. Total amount of funds being requested:
5. Breakdown of estimated costs for activity (ex. hotel, airfare, conference registration, etc.):
6. Indicate if you have applied for similar or matching funds from the College of Science or elsewhere for this event. How much have you been awarded?
7. On a second page explain how participation in this proposed activity will contribute to your professional development.

Applicant's Signature

Date

Supervisor's Signature

Date

Stephen Konieczny, Interim Department Head

Date

Amount Awarded: \$_____