

UNIVERSITY OF MINNESOTA CROOKSTON (UMN C)
ADMINISTRATIVE AND STAFF
PROFESSIONAL DEVELOPMENT PROGRAM

Professional development is a systematic plan to enhance the skills, growth, and development of members of the campus community. The specific purpose of the Professional Development Program is to facilitate, promote, and encourage learning and experiences that assist in achieving UMN C's goals/objectives and strategic priorities. UMN C encourages and supports the continued development and advancement of its employees by offering financial support to help pay the cost of activities (in priority order) that:

1. contribute towards the achievement of UMN C's goals/objectives and support the institution's strategic priorities (enrollment management, diversity and inclusion, and engagement)
2. support courses covered the Regent's Scholarship Program (cost of technology fees, lab fees, textbooks, course supplies, etc.). Important note: Professional development funds may not be used to pay an employee's percent of the tuition cost of enrolling in courses covered by the Regents Scholarship Program
3. support attending symposiums, seminars, workshops, or conferences that are critical to an individual's job responsibilities and UMN C's/department's mission

Eligibility: University of Minnesota, Crookston Academic & Professional (P&A), Civil Service, and Bargaining Unit employees who have worked at UMN C for at least one year, and continue to work at least 75% full-time in an ongoing appointment are eligible to apply for professional development funds.

Application Process: An employee should first contact his/her department or program area in an attempt to secure funding. Departments and program areas are encouraged to help share the cost of professional development activities. Applications to the Professional Development Fund should be made after all other sources of funding have been exhausted.

There may also be additional funds available from department budgets, Civil Service funds, and Bargaining Unit funds. In many instances, the department or program area will have limited funds available for training of individuals or groups of employees. The Regent's Scholarship program also provides the opportunity for eligible UMN C employees to enroll in University of Minnesota credit-bearing courses free or at a reduced cost.

Individuals may apply for these funds by completing the attached application form. One fourth of the annual professional development budget will be available to support funding requests each quarter. Be sure to secure the required signatures and attach a copy of the conference brochure when submitting. The completed paper application form, attachments, and appropriate original signatures (no stamps or facsimile signatures), must be received by the Office of Human Resources at 304 Selvig Hall prior to the end of the quarter in which the event/activity is scheduled to occur. Applications received after the end of the quarter will be considered only if funds are left over. Feel free to contact the Director of Human Resources if you have questions.

Awarding of Funds: Applicants are advised to wait until they receive notification of approval prior to incurring expenses. Eligible employees may receive up to a maximum of \$300 per year (July 1 – June 30). While funds are available, applications will receive priority consideration based on the degree they assist UMN C in achieving its goals/objectives and strategic priorities, and funding previously received. Once funding is exhausted, additional applications will not be evaluated.

Expectation: When accepting funding support for a professional development activity, individuals are expected to share with his/her department and other interested employees/units their experiences and what was learned from participating in the activity.

**UNIVERSITY OF MINNESOTA CROOKSTON (UMN C)
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APPLICATION FORM**

Name: _____

Date of Request: _____

Position: _____

Department: _____

Name of Professional development activity for which funds are being requested (*Attach a copy of the brochure, or advertisement of the event*). Maximum annual (July 1 – June 30) award is \$300.

Breakdown of Costs

	Amount requested (A)	Amount paid by department (B)	Amount paid by self (C)	Amount paid by other sources (D)	Total Cost (Sum of columns A through D)
Registration					
Lodging					
Air Fare					
Mileage					
Food					
Other					

Completed by applicant (*Use addition sheets if necessary.*):

Explain how this activity will help UMN C achieve its goals/objectives and strategic priorities (specifically enrollment management, diversity and inclusion, and engagement).

Explain benefits UMN C and/or your department will receive from your participation in this activity.

Explain how you will communicate what you learned to your department and the campus community.

Completed by supervisor *(Use addition sheets if necessary.):*

Explain how approval of this request will help your department and UMN C's achieve its goals/objectives and strategic priorities.

Signature of approval by supervisor

Signature of applicant