

UNIVERSITY OF MINNESOTA, CROOKSTON
ADMINISTRATIVE AND STAFF
PROFESSIONAL DEVELOPMENT FUNDS

Fund Purpose: Professional development is a systematic plan to enhance the skills, 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 job related skills, department performance, academic learning, research activities, and campus service by professional, administrative, and staff at the University of Minnesota, Crookston (UMC). UMC encourages and supports the continued development and advancement of its employees by offering financial support to help pay the cost of activities that directly:

- contribute towards the achievement of UMC's goals and objectives
- support the institution's strategic plan
- contribute to conducting, expanding, or validating academic research
- support individual professional growth
- relate to 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.
- relate to attending symposiums, seminars, workshops, or conferences that are critical to an individual's job responsibilities or UMC's/department's mission

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

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 UMC employees to enroll in University of Minnesota credit-bearing courses free or at a reduced cost.

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. 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 conference, attach a copy of the conference brochure. Turn the completed application form and attachments in to: the Office of Human Resources, 304 Selvig Hall. If you have questions, feel free to contact Les Johnson, Director of Human Resources.

Awarding of Funds: Eligible employees may receive up to a maximum of \$500 for the period July 1 to June 30 of the current fiscal year. 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 and approval of the application prior to incurring expenses.

Requirements: 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
ADMINISTRATIVE AND STAFF PROFESSIONAL DEVELOPMENT FUND
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*).

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 UMC and/or your department accomplish its mission.

Explain benefits UMC 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 this request fits the applicant's program of work and your department's and/or UMC's strategic goals.

Signature of approval by supervisor

Signature of applicant