

**STAFF COUNCIL
PROFESSIONAL DEVELOPMENT APPLICATION**

<i>Name:</i>	<i>Phone:</i>	<i>Email:</i>
<i>Department:</i>	<i>Job title:</i>	<i>Years in position:</i>
<i>Description of job duties:</i>		
<i>Explanation of seminar/conference/workshop to attend: (please attach a copy of any related materials including brochures and schedules)</i>		
<i>Dates and costs of attending:</i>	<i>Is this cost being shared by another party?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> <i>If yes, who is sharing the cost and at what percent?</i>	
<i>Statement of anticipated value/benefit for the applicant, department, and or University:</i>		

Please remember to include:

- Related material including websites, brochures, and schedules
- Letter of support from your immediate supervisor and department chair/VP

Report of activity:

At the conclusion of the seminar/conference/workshop, the applicant will submit a brief written report of the activities to the Staff Council sub-committee on professional development. If appropriate, the applicant may present a brief oral report to the council.

Evaluation of application:

You must be a full time or ¾ time classified or professional employee who has completed six months of service in order to be eligible to apply for professional development funds. Application will be reviewed by the Staff Council sub-committee on professional development. The applicant will be notified by this committee about the status of the application once the review is complete. If an award is made, Staff Council Treasurer will issue a Direct Pay form to the applicant.

Applications are accepted twice yearly and should be mailed to Staff Council President, campus stop 8017.

SPRING DEADLINE: 1st Monday in January

FALL DEADLINE: 1st Monday in August