

SMTD Staff Professional Development Funding Request Guidelines

Objective

The purpose of this policy is to provide SMTD staff with professional development funding opportunities that increase their skills and enhance their contributions to the organization. Providing professional development to our staff is an investment in our staff, their careers, and the institution's future.

Eligibility

Full-time and part-time regular employees are eligible to request professional development funds. Each fiscal year, only one (1) request per staff member will be considered for approval, this does not include tuition advance/reimbursement. Staff must be in good standing and employed at SMTD for more than six (6) months to request and receive funding. Funding must be used within the current fiscal year unless an extension is requested.

*Due to budget constraints, staff who received funding the previous year may not be immediately approved for funding in the current year.

Eligible Expenses

It is the responsibility of staff members or their supervisor to seek out training that will enhance one's career. Professional development opportunities that may be considered, (but not limited to):

- Attendance at seminars, conventions, taking educational courses or webinars, enrolling in degree programs.
- Opportunities to represent SMTD as a speaker at an event.
- Books and computer-based resources.

Ineligible Expenses

- Any department(s) that attend **annual conferences** must request funding through the annual budget request; funding for more than one staff member per department to attend an annual conference is not covered in this budget.
- Any department that wishes to send multiple staff to a conference (not considered annual) needs to request funding in the annual budget process. This policy does not cover departmental requests but is considered an individual opportunity for professional development.
- Annual membership fees are not covered in this budget and should be requested through the Finance Office during the annual budget request.

- International conferences and travel are not covered in this budget.

**Because of limited funds, requests over \$3,000 will require additional consideration and approval. Partial funding may be awarded for requests over \$3,000.

**Due to limited resources, only one person per department will be approved per year; special requests may be reviewed for consideration.

Procedure

At the beginning of each fiscal year, SMTD HR will email staff a reminder of funding opportunities. The email will include a link to the [request form](#) which includes the Professional Development Funding Request Guidelines.

Employees must request permission from their immediate supervisor to attend and receive reimbursement prior to completing the request form. The requester must complete all fields of the request form.

Requests will be reviewed on a first come first serve basis until funding is exhausted. HR will maintain a list of all requests in the event additional funding does become available.

All tuition requests will follow the UM Tuition Support Guidelines.

Make sure to review [PCard](#) and [Travel/Hosting](#) policies. Our [SMTD Finance Team](#) can assist if you have any policy questions.

If a staff member leaves SMTD prior to utilizing their professional development funds, all funds must be returned to SMTD.