

STAFF AND ADMINISTRATIVE PROFESSIONAL DEVELOPMENT

COLLEGE OF FINE ARTS AND COMMUNICATIONS

The College of Fine Arts and Communications (CFAC) has established a fund to which full time and ¾ time staff and administrative personnel in the college can apply for monies to help engage in Professional Development (PD). Awarded funds (up to \$1000) are made available after January 1st and must be used by December 31st of the year awarded.

GUIDELINES

Through the annual review using the Professional Development Plan (PDP) process, each staff or administrative employee should formulate a professional development plan which involves an ongoing plan to enhance professional expertise in their current work environment and contribute to the university mission. Applications must demonstrate that the proposal supports an employee's PDP and includes a timeline for completion and a detailed budget. Applications will be reviewed by a committee comprised of CFAC staff and administrative personnel.

Professional Development

Professional Development funds are provided to assist employees in developing skills and abilities in scholarly and work endeavors. PD activities assist in keeping employees engaged and current in their environment. This could include any of the following:

- A significant extension of professional knowledge, experience, or skills beyond those already possessed in informational competency.
- A renewal of professional knowledge or skills in the employee's field.
- Attaining licensure, certifications, or one which would bring enhanced competence to the employee's assignment.

IMPORTANT INFORMATION

1. Employees who are awarded monies will receive a letter indicating the amount. After the project is completed, any remaining funds will be transferred back to the college. If a funded project is significantly delayed, cancelled, or changed, the funds must be returned to the college. If the project is revised, the employee may apply again for funding during the next funding round.
2. A final report will be submitted online explaining how the activity accomplished its original goals and purposes.

**ONLINE
APPLICATION
CLICK HERE**