



California State University, Long Beach College of Education Staff Professional Development Policy

A. Purpose

This policy is designed in support of current staff in the College of Education wishing to develop or enhance their professional experience by attending and/or participating in a professional workshop, seminar, lecture, or other related activity/event which supports employee growth.

B. Guidelines

Staff are eligible to apply for support from the college to engage in professional development opportunities which a.) directly relate to the work assignments or conditions of the employee's current position, and/or b.) relate to the development of skills, knowledge, and abilities which prepare an employee for growth within a current position and/or additional assignments or positions.

It is the expectation within the college that any staff member who receives support to participate in a professional development event/activity will share the benefits of their experience by providing a brief presentation that is to be delivered either during a Brown Bag event and/or at a monthly staff meeting.

Individuals interested in applying are encouraged to complete and submit an application (attached), with their supervisor's approval, 60 days prior to the date when funds are to be distributed.

All professional staff, with the exception of MPPs and Foundation staff members, are eligible to apply.

C. Selection Criteria

Factors which may influence the decision to support employee participation in a professional development opportunity include, but are not limited to, the following:

- Employee's need for training and relevancy to current job duties/responsibilities
- Department and college's needs as well as training needs of other college employees
- Availability of college resources
- Cost implications for the college based on the details of specific event (i.e. local vs. long-distance events)
- Advantages of one type of training over another type that is available (i.e. online vs. in-person workshops/trainings)
- Effect on workload and on other employees

D. Application Procedures

1. Review the Staff Professional Development/Enrichment Policy outlined above
2. Complete the attached application
3. Obtain signature of approval from supervisor
4. Pending supervisor approval, give signed application to the Dean for final approval and signatures
5. If requesting funds, submit completed application along with necessary paperwork (i.e. travel expense claim, etc.) to the Fiscal Office.



College of Education
Request for Funds: Professional Development
Travel and Pre-registration Conference Fees

All funds paid by the College/Department must have prior approval by Dean Grenot-Scheyer, to ensure that funds are available prior to the authorization being submitted. The applicant is responsible for submitting this two-page form with the following documents to the Dean's Office.

Request for Travel and Estimation Worksheet (if applicable):
http://daf.csulb.edu/forms/financial/controller/travel/Travel_Request_Worksheet.xlsx

Supporting Documents – Abstract or Explanation and links to event

1. Department Office

Type of Professional Development: _____

Location: _____

Dates of Travel (if applicable): _____

Submitted by: _____ Date: _____

Total Amount Requested: \$ _____ Chartfield: _____

Supervisor's Signature: _____ Date: _____

2. Dean's Office

Amount approved: \$ _____

_____ Approved
(Forward to Melody Nielsen)

_____ Denied
(Return to Department)

Dean's Signature: _____ Date: _____

3. ASM's Office

Funding amount approved: _____ GF _____ CERF _____ Other _____

ASM Signature: _____ Date: _____

Professional Development Application for Staff

Factors which may influence the decision to support employee participation in a professional development opportunity include, but are not limited to, the following:

- Employee's need for training and relevancy to current job duties/responsibilities
- Department and college's needs as well as training needs of other college employees
- Availability of college resources
- Cost implications for the college based on the details of specific event (i.e. local vs. long-distance events)
- Advantages of one type of training over another type that is available (i.e. online vs. in-person workshops/trainings)
- Effect on workload and on other employees

Name: _____

Classification: _____

Give a brief description of the requested activity, seminar, or class.

Name of Event: _____

Date(s) of Event: _____

Describe Event: _____

State how this activity will enhance your job skills and/or current position: _____

Employee Signature: _____

Date: _____