

Professional Development Support Fund Guidelines

The Sam Fox School recognizes that ongoing professional development is important to employee success and can enhance the work we do together. To this end, the School has established a Professional Development Support Fund to provide financial support for professional development opportunities that are not available through Washington University. Funds may be used to cover costs associated with online courses, workshops, conferences, related travel, and other relevant activities. The fund is not intended for Washington University courses offered through the Employee Tuition-Waiver Program, membership fees, or associations/organizations/clubs, or professional licensing fees.

Who is Eligible?

All full-time, benefits-eligible staff of the Sam Fox School are eligible. Kemper Art Museum staff can apply if their application and budget request is approved by Sabine Eckmann prior to submitting their application to the Sam Fox School. Your budget should reflect the amount covered by the Museum fund and the amount requested of the Sam Fox School.

Terms and Instructions

Awards will be given based on merit. Financial support will typically range from \$300 to \$1,500, but circumstances may support consideration for requests outside of the typical range.

- Proposals should demonstrate:
 - How the activity will support your individual professional development and will improve performance in your current position;
 - How the activity will enhance your professional competence;
 - The valuable nature of the activity for your area of service;
 - Desired outcomes based on participation in the activity.
- Proposals will need to be approved by your supervisor prior to submission.
- Staff must comply with all University and School regulations for off-campus travel.
- Travel reimbursement requests will be due within two weeks of completion of travel.
- To facilitate the sharing of information and documentation of professional development activities, staff members will submit a knowledge transfer report and be asked to give a brief presentation at a staff meeting following completion of the professional development activity.
- If the activity occurs during your normal work hours, you will not be required to use vacation time.
- Proposals will be reviewed by Carmon Colangelo, Dean and Nicole Allen, Associate Dean.

Application Submission: Applications may be submitted at any time but should generally be submitted at least four-to-six weeks prior to the proposed activity to allow time for a funding decision to be made. Please submit applications to Lauren Hanahan, hanahan@wustl.edu.

Questions or Application Review: Nicole Allen, Associate Dean, nallen@wustl.edu

Professional Development Fund

Application Form (You may recreate this form in a new document)

EMPLOYEE INFORMATION

Name:

Title:

Supervisor:

EVENT INFORMATION

Course/Workshop/Seminar/Conference Title

Event Date(s):

Event Location:

Brief itemized budget for your fund request:

Activity	Detail	Cost
<i>Museum Staff Only-</i> Indicate approved amount from KAM Budget		
Total Sam Fox School Request		

Description of activity and outcomes

Please address how the activity will support your professional development, how the activity will contribute to the success of the Sam Fox School, and your desired outcomes.

- ☐ I certify that I have reviewed this proposal with my Supervisor and they approve my request.
- ☐ *Kemper Art Museum Staff Only:* I certify that I have received approval for this application by Sabine Eckmann

Signature

Date

Professional Development Knowledge Transfer Report

To facilitate the sharing of information and documentation of professional development activities, you will be asked to give a brief presentation at a staff meeting following completion of the professional development activity.

In preparation of the presentation, please provide a brief reflection on the following:
Brief synopsis of the activity:

Summary of the information garnered as a result of the activity and explanation of the value of new information.

Description of individual personal/professional development outcomes.

Print Name

Date

Signature

Date

Please return completed Knowledge Transfer report to Lauren Hanahan within two weeks of participation in the activity.