

Guidelines for Dean's Professional Development Fund

Professional development for administrative faculty and staff is an important value of the Schar School. It keeps us up to date with the field (including our competitors), allows us to spot opportunities early, and enhances the capabilities of individuals and of the institution as a whole. The Schar School intends to support professional development to the extent that our resources permit.

The Schar School has established a fund, administered by the dean's office, for this purpose. The Schar School administrative faculty and staff are invited to apply to cover the costs of conferences, short courses, dues, and other professional development investments. Proposals will be accepted on a rolling basis, but the fund will be budgeted such that roughly one-quarter of the fund is committed in each quarter of the fiscal year. Registration fees and other advance costs may be charged to university credit cards, as long as such charges are consistent with applicable University and Commonwealth regulations, as determined by the Schar School fiscal services staff. Other costs will be reimbursed after expenses have been incurred.

For FY16, no more than one proposal per individual will be supported. Preference will be given to junior staff members and those who have not received support from the Schar School in the recent past.

Criteria for evaluation of proposals will include:

- Impact on recipient's career development
- Contribution to the Schar School's goals
- Leadership role (e.g. organizing a session at a professional association conference)
- Support of supervisor (and co-workers, as appropriate)
- Amount applied for (net of any cost-share, including from personal funds).

Applications should be made by email to the dean's office with a copy to the applicant's supervisor.