

Utah Tech University Policy

358: Staff Professional Development



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I. Purpose

- 1.1 To make available professional development funds to provide Exempt and Classified (Non-Exempt) staff members with the opportunities that will enhance both the ability to contribute to Utah Tech University (“the University”) and individual growth. Funds are evenly available to all qualified staff as outlined by this policy. The University is committed to, values, and prioritizes staff professional development as outlined in the University’s Strategic Plan.

II. Scope

- 2.1 A committee for Staff Professional Development will establish guidelines for staff professional development applications, review applications, and award funds.
- 2.2 Staff Professional Development Committee assignments are determined in June of each year in a meeting with the Exempt Staff Association President, Classified Staff Association President, and the Human Resources Executive Director. The University committee will consist of both Exempt and Classified staff and a member of Human Resources will serve in an advisory capacity to the committee.

III. Definitions

- 3.1 **Qualified Staff Employee:** Exempt and Classified employees who are full-time salaried (0.75 FTE or greater) or hourly non-student employees working an average of 20 hours per week (0.5 FTE) and without faculty appointment. Employee must have worked on University premises for a minimum of one full year.

IV. Policy

- 4.1 University Off-Campus Requests for Staff Professional Development Funds include activities targeting goals identified by departments and/or in annual staff evaluations, attending conferences or seminars, attending a national conference within one's field, attending training seminars, and continuing education that allows for maintenance of certification related to current job functions.
- 4.2 University On-Campus Requests for Staff Professional Development Funds include activities targeting goals identified by departments and/or in annual staff evaluations, workshops, University speakers, conferences, seminars, and electronically delivered trainings or seminars (webinars).
- 4.3 Priorities to Determine Eligibility:
 - 4.3.1 Evidence that training will result in a direct benefit to the University.
 - 4.3.2 Priority given to areas of needed improvement identified in annual staff evaluations.
 - 4.3.3 Cumulative total of professional development funds previously awarded may reduce individual or department eligibility priority.
- 4.4 Departmental Contribution
 - 4.4.1 Departments may be required to contribute funds related to the professional development requests.

V. References – N/A

VI. Procedures

- 6.1 To be considered for a professional development award, an applicant shall obtain and complete a Staff Professional Development Application and review its associated guidelines (available on the Human Resources webpage). The completed form must be reviewed and approved by the appropriate supervisor(s).
- 6.2 Applications will be accepted throughout the year, with decision dates November 1st, April 1st, and July 1st. The Staff Professional Development Committee will review and approve applications. Application submission deadlines will occur at least two weeks prior to the decision dates outlined above.
- 6.3 Following notification of approval, the applicant may acquire funds by

submitting a completed Request for Travel Authorization form to the Staff Professional Development Committee chair.

6.4 All recipients of professional development funds will be required to submit a Travel Claim Form, with required receipts, to the Purchasing Director.

6.5 Follow-up evaluation

6.5.1 Employees who receive an award are required to submit an evaluation report.

6.5.2 The evaluation should be submitted to the Staff Professional Development Committee within 60 days of the professional development activity and include:

6.5.2.1 A specific overview and rating of the conference/workshop/training.

6.5.2.2 An appraisal of its value to other employees.

6.5.2.3 A specific indication of how the information acquired is useful to your job and how you will implement what you have learned.

6.5.3 Employees who fail to complete the follow-up evaluation within 60 days of the professional development activity may not be considered for future funds.

VII. Addenda – N/A

Policy Owner: Human Resources, Exec. Director
Policy Steward: Staff Association

History:

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