

*College of Science
Staff Professional Development Information
Established - 2013*

In 2012, the University created a performance evaluation policy for staff which included a focus on capturing the professional development activities of staff throughout the year. The College of Science firmly believes that participation in professional development provides long lasting benefits to both the individual staff member and their department. As such, the College desires to support these activities.

College of Science Professional Development Philosophy:

- Professional development participation should be available to all full- or part-time, permanent staff– clerical, service, administrative/professional and managerial/professional.
- Professional development should focus on developing skills that will prepare staff to advance at Purdue or to perform their current duties more effectively.
- All supervisors are strongly encouraged to allow appropriate amounts of time for each staff person throughout the year to attend trainings that will help them accomplish their professional development goals. Approval for participation in such activities should be based on the business needs of each area.

College of Science Professional Development Fund:

In order to support staff professional development activities, the College has created a Professional Development Fund to financially assist with participation in trainings that involve fees or the purchase of training materials.

Professional Development Fund Guidelines:

- Professional Development funds are to be used to support College of Science staff's participation in activities that will assist them in developing skills that will prepare staff to advance at Purdue or to perform their current duties more effectively.
- Award applications will be requested three times annually with approximately 10 awards per call. Funds requested may be used to defray costs associated with attending professional meetings or seminars, to participate in workshops, or to enroll in professional-oriented courses related to employment responsibilities. The funds must be utilized within two application cycles (Spring awards utilized by the end of Fall, etc.).
- Applications for amounts of up to \$1000 will be accepted.
- Individuals are eligible for one award per calendar year.

Application Deadlines:

- Spring Application Call – application due by first Monday in October; decisions made by November 30
- Summer Application Call – application due by first Monday in March; decisions made by April 30
- Fall Application Call – application due by first Monday in June; decisions made by July 31