



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

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.

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.

A fee is assessed for each application. The fee is \$100.00. The fee is non-refundable. The fee is due at the time of application submission.

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

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.

