



## Professional Development Incentive Program

### Purpose and Scope

Employee training is an essential component of creating and sustaining an encouraging and supportive work environment. The Graduate School recognizes that staff members often come across opportunities to improve their skills and knowledge in conjunction with their work-related responsibilities. The Professional Development Incentive Program (PDIP) provides staff with an opportunity to apply for funding to take advantage of a wide array of training opportunities. This program is designed to: 1) provide classified and exempt professional staff with the opportunity to develop new skills or acquire new knowledge relevant to job performance; 2) encourage participation in relevant workshops and academic pursuits, both on and off-campus; and 3) allow time and resources for professional development.

Examples of possible activities that could be fully or partially funded under the Program may include registration fees for workshops, seminars, and tuition and fees not covered by the CU Denver | Anschutz Tuition Assistance Benefit (TAB).

### Criteria

Training opportunities funded under the Program must:

- provide a benefit to the university and cannot be solely for the personal development of the employee.
- be relevant to the employee's job responsibilities.
- result in the enhancement or advancement of the employee in relation to his or her university job performance and career.
- follow University policy.

### Eligibility

This program is available to all full-time, permanent classified and exempt professional staff that are currently employed by the Graduate School (Program Administrators who transition to the School of Medicine may use the PDIP through June 30, 2022). The training must occur while still employed by the Graduate School or by June 30, 2022 for Basic Science Program Administrators.

### Funding

A limited (\$10,000/year) amount of funding will be available through the PDIP for job-related training and professional development activities. Funds are distributed during the fiscal year on a first-come, first-served basis. Eligible employees may request funding once per fiscal year (July 1-June 30), as resources permit. The need for timely sequential training may exempt the employee from the once a year request. Since opportunities and costs may be diverse, a budget of requested funds must be submitted with the application. There is no guarantee that 100% will be funded.

### Program Exclusions

The PDIP may not be used to cover staff meal expenses for one-day training events. In addition, journal subscriptions, memberships to professional organizations, certification exams, computer hardware or software, office supplies and tuition to another University/College are not covered by the terms of the PDIP. Costs associated with any professional development requested by a supervisor or specified in a training plan for the purpose of performance enhancement are outside of this program. These costs will be funded—in full—by the Graduate School.

### **Request, Approval and Reimbursement Process**

- Complete a *Professional Development Funds Request Form* detailing the activity, job-related benefit, and amount of funds requested.
- Submit the form to your supervisor to obtain approval to participate in the activity (e.g. time off).
- Submit the signed form to the PDIP Committee in care of Susan Nagel to request funding for the activity.
- If funding is available and the activity is deemed relevant to the employee's job responsibilities and the role and mission of the organizational unit, full or partial funding will be approved by the Dean and a copy of the form will be returned to the employee.
- If funding is approved, the staff member should:
  - 1) Pay the registration fees or tuition and fees *up front* using an appropriate method of payment.
  - 2) Submit a reimbursement request through Concur once event has ended and before 90 days has passed and attach the following documentation:
    - proof of payment (e.g., receipt, credit card statement, etc.).
    - evidence of participation (e.g., certificate of completion and copy of event brochure, copy of course schedule, etc.).
    - copy of approved Professional Development Funds Request Form.

## Professional Development Funds Request Form

Today's Date:

Name:

Requested Professional Development:

When:

Where:

In your opinion, how will this benefit the University, enhance or advance your job performance, your job responsibilities and your career:

Requested Budget (expected cost of registration, travel, lodging, etc.):

**Name and signature of supervisor for participation:**

**Name and signature of one member of Committee:**

**Dean approval:**

**Approved USD amount (up to):**