I. Purpose

Training opportunities enhance job performance but at some cost. This policy outlines the department’s philosophy regarding training and professional development.

OPPORTUNITIES

As one of its strategic goals, Residential Life strives for “continuous improvement and to communicate the value of our people, programs, facilities, and services.” Toward that end, training opportunities are provided to staff to enhance and develop job skills that will promote the effective performance of their jobs. These may include short courses, seminars, workshops, conferences, or credit classes. They may be held on-campus, locally off-campus, or out of town. Staff members are encouraged to seek appropriate training. The department is committed to providing adequate funding to provide staff training opportunities.

The staff development funding targets as follows:

- Graduate Assistants: $400
- Administrative Staff: $500
- Classified Supervisors: $750
- Residential Life Coordinators/Rectors: $1500
- Other Coordinators: $1875
- Assistant Directors/Managers: $2250
- Associate Directors: $3000
An additional 10% is available for staff members that successfully submit a program proposal and present at a state, regional or national conference. The amounts are to be used as a guideline and are not guaranteed funding. Requests for conference attendance should be submitted through the employee’s supervisor. Travel approval and attendance is at the discretion of the supervisor with final approval from the Assistant Vice President.

**EXPECTATIONS**

Since the department is funded by self-generated revenue, an equal commitment is expected from staff members who participate in training funded by the department. Normally, a person must be employed by Residential Life of a minimum of six months before attending any training for which the department will pay a fee. The Assistant Vice President may make an exception when it is deemed that the employee’s participation would be especially beneficial to the department per his/her Director.

It is expected that the employee will remain on staff with Residential Life for a period of one year after the training event is attended. If the employee, for any reason, leaves employment in the department, the employee will reimburse the department the cost of attending and participating in the training event.

Requests for professional development are not an annual guarantee and this policy allows for the realization that everyone may not need to travel annually. Where attendance is recommended, the event should be consistent with the employee’s position in the Department.

**RESPONSIBILITIES**

A professional development plan complete with dates and proposed budgets should be completed for each departmental area and submitted for approval to the Assistant Vice President for review annually. It is the employee’s responsibility to become familiar with and adhere to university and departmental guidelines related to documentation, payment, and reimbursement for registration fees, transportation, lodging, meals, and any other expenses involved. This information is available from the Director of Financial and Human Resource Management.

A more comprehensive policy regarding eligibility, application, and funding requirements for regular credit classes has been established by the university. It is the responsibility of an employee who wishes to take credit classes to become familiar and abide by that policy. Copies are available from the University’s Office of Human Resource Management website.