These guidelines superseded the ones published on 7/1/2022

VUSE Staff Professional Development Guidelines
Effective 9/29/2023

VUSE commits to funding professional development opportunities for administrative and research staff employees above what the University offers as both an investment in their careers and in the school's future. It is expected that work unit leadership will prioritize, encourage, and provide the necessary time throughout the year to allow eligible staff to pursue a professional development opportunity. Work units may provide discretionary funds to supplement the school's funding amount. or to include other staff employees

Full-time regular (not temporary) administrative and research staff employees, as well as Term Professionals, who have been employed in the school at least 3 months and are not on a performance plan are eligible for $2500 each fiscal year, unused funds will not carry forward.

Employees are encouraged to seek out professional development opportunities, whether that is attendance at seminars, conferences, educational courses, or webinars that will assist the employee in performing their essential job functions and enhance their contribution to the school. The school will also share opportunities with staff as we are made aware of them, including those that other VUSE staff have attended. Membership fees to professional organizations, subscriptions, books, and computer-based resources are also considered professional development. Staff are expected to disseminate the knowledge gained from these activities once completed, especially in peer workgroup meetings as appropriate (e.g., school grant manager meetings, departmental staff meetings, school GPC meetings).

Senior Administrative Officers/Department Leads will review academic department staff requests and approve the use of funds. Supervisors will review dean's office staff requests and approve use of funds. Funds will be accessed via the assigned COA for each work unit provided in the table below.

Dean's Office	150.05.15000.xxxx.000.500.000.ACA.0
Student Services	150.05.15050.xxxx.000.500.000.ACA.0
BME	150.05.15210.xxxx.000.500.000.ACA.0
CHBE	150.05.15220.xxxx.000.500.000.ACA.0
CEE	150.05.15230.xxxx.000.500.000.ACA.0
ME	150.05.15250.xxxx.000.500.000.ACA.0
Gen Eng	150.05.15260.xxxx.000.500.000.ACA.0
CS	150.05.15270.xxxx.000.500.000.ACA.0
ECE	150.05.15280.xxxx.000.500.000.ACA.0
ISDE	150.05.15720.xxxx.000.500.000.ACA.0
ISIS	150.05.15730.xxxx.000.500.000.ACA.0