

**Old Dominion University**  
**Darden College of Education and Professional Studies**  
**Staff Professional Development Fund**  
**Guidelines and Application Process**

I. PURPOSE:

The Staff Professional Development Fund (SPDF) is designed to provide staff within the Darden College of Education and Professional Studies (DCEPS) with funding for professional development opportunities directly related to their job responsibilities with the intention of enhancing job performance.

II. APPLICANT ELIGIBILITY:

All full-time classified staff who have completed one full year of employment in the DCEPS prior to the requested professional development opportunity may apply.

III. FUNDING PHILOSOPHY:

A. The fund supports staff professional development in areas directly related to current employment responsibilities as specified in the staff job description and for facilitating performance enhancement. A demonstrated benefit to the college and mission of the DCEPS (<https://www.odu.edu/eps/about/administration>) is expected. Professional development opportunities may include but not be limited to the following:

- trainings,
- workshops,
- lectures,
- training materials,
- webinars,
- conference attendance,
- programs,
- professional presentations

A. Acceptable Fund Uses:

- i. Registration fees
- ii. Training materials
- iii. Travel expenses associated with professional development events

B. Unacceptable Fund Uses:

- i. Expenses associated with activities that do not support the mission of the DCEPS
- ii. Expenses that do not relate directly to current job responsibilities
- iii. Tuition payments for undergraduate or graduate courses.
- iv. Expenses that do not comply with university budget regulations
- v. Expenses that are not approved by the supervisor

IV. APPLICATION GUIDELINES and DEADLINES

The application must be approved by the applicant's immediate supervisor. The application must be completed and submitted to the Associate Dean a minimum of 30 days prior to the professional development event. Applicants must include supporting documentation pertaining to the opportunity, including, but not limited to event link, related expenses, mailings, emails, etc.

Once a complete application is submitted, applicants will receive an email with the decision, including the amount of the award to be issued if funds are to be awarded, within ten (10)

business days. If the applicant is to be awarded funds, they may proceed with contacting the DCEPS Business Manager to process payment for the professional development opportunity.

A brief summary of the professional development activity must be submitted to the Associate Dean within 30 days following the event. A receipt/confirmation of completion of the event must be included with the summary submission. The requirements of the summary include: description of the event and how it benefited the applicant, their unit, and the DCEPS. Individuals who do not submit a summary may not be considered for future support/funding.

Eligible staff members may receive a maximum of \$500.00 in professional development funds within each fiscal year. There is no limit to the number of proposals that can be submitted per staff member, but the total any one applicant may receive will not exceed \$500.00 each year. If the expenses associated with a professional development opportunity exceed \$500.00, the professional development funds awarded may be applied toward expenses to supplement total costs. Additional funds may be available at either the department or university levels. The Dean's Office has a limited amount of funding available and once exhausted, applications will no longer be accepted for the fiscal year.

The funds are not transferable and do not carry over to the next academic year. If the awardee decides not to attend the professional development event, the money must be repaid to the university.

Application requests are not guaranteed funding to participate in requested professional development opportunity.

**Old Dominion University**  
**DCEPS Staff Professional Development Fund Application**

This application must be submitted to the Associate Dean a minimum of 60 days in advance of the professional development opportunity.

The Staff Professional Development Fund (SPDF) is designed to provide staff within the Darden College of Education and Professional Studies (DCEPS) with funding for professional development opportunities directly related to your job responsibilities with the intention of enhancing job performance.

Your application must be approved by your immediate supervisor. Applications are submitted to the Associate Dean.

Date:	
Applicant Name:	
Email:	
Department and Job Title:	
Employment Start Date:	
Years in Current Dept.:	
Supervisor:	

**Program/Event Details**

Title and Description (attach supporting documentation):	
Date(s):	
Location:	
Travel Required:	Yes or No
Program costs (list expenses here and attach details to application):	
Amount Requested (\$500 max):	

How is the program related to your job responsibilities and the mission of the DCEPS?

How will it contribute to your job performance?

**Authorization Signatures:**

\_\_\_\_\_  
 Immediate Supervisor - Printed Name

\_\_\_\_\_  
 Immediate Supervisor - Signature and Date

\_\_\_\_\_  
 Applicant - Printed Name

\_\_\_\_\_  
 Applicant - Signature and Date

**Approval and Signatures:**

\_\_\_\_\_  
 Approving Dean - Printed Name

\_\_\_\_\_  
 Approving Dean - Signature and Date