



Student Affairs Professional Development Fund (PDF) Guidelines

In order to assure the continued development and excellence of its personnel, the Division of Student Affairs at Washington University in St. Louis has created a program to augment, select professional development opportunities. A central Student Affairs Professional Development Fund (PDF) will be available on an annual basis for distribution during the fiscal year. All employees of the Division of Student Affairs are, with the exception of members of the LSWAT team, eligible to receive funds towards a professional development opportunity of their choosing. These centralized funds are limited. Not all requests will be funded. Funds may also be used to supplement unit professional development funds. Funding will be administered by a committee of Student Affairs members appointed each year by the Vice Chancellor. Guidelines for these professional development funds are outlined below:

1. Each employee/applicant must submit a request (See attached form) Professional Development Fund request are to be submitted to their unit director followed by the Associate Vice Chancellor over the employee's unit for approval prior to submission to the PDF Committee.
2. Professional development requests may include, but are not limited to, training, workshops, conferences, noncredit course work and presentation of papers or research.
3. Job related courses for credit should defer to the tuition reimbursement policy.
4. PDF awards are intended to assist and supplement professional funding allocated to the unit.
5. The PDF opportunity should directly support the Division of Student Affairs and its Strategic Plan. It should also be connected to the professional development plan of the employee/applicant as endorsed by their supervisor.
6. The recipient of PDF Funds will be expected to submit a summary of the PDF experience to the PDF committee, the Vice Chancellor of Student Affairs and the recipient's Associate Vice Chancellor. At the discretion of the Vice Chancellor of Student Affairs, they may also be asked to present to others on their PDF experience.

Request for Professional Development Funds

Name of Requestor _____ Title _____

Email _____ Campus Phone _____

Date of Request _____ Date(s) Funds will be expended _____

Amount Requested From Professional Development Funds \$ _____

Additional funds to support this professional development in the amount of \$ _____ will be utilized from the following source: _____

Please provide a brief description below of how the Professional Development Funds will be used:

Please provide a brief description of how this Professional Development Opportunity will support the Division and its Strategic Plan and the applicant's individual Professional Development plan.

Signature of Employee _____ Date _____

Approval signature of supervisor _____ Date _____

To be completed by appropriate Associate Vice Chancellor/Director of Athletics:

Associate Vice Chancellor _____ Date _____

How will this Professional Development opportunity support the Division and its Strategic Plan?
