

Guidelines for District Professional Development

Cooperative Extension is dedicated to assuring the professional development of its staff. Our challenge is to assist in funding training and professional development. On this page you will find a description of the process and guidelines we will use for requests.

Remember, we have other excellent sources for professional development that should be accessed:

Information Technology Training Funds, Program Areas, Associations, ESP and Counties.

The Process

To request funds please submit a completed and signed Professional Development Application for Financial Reimbursement (PDAFR) to the Central District Office.

- Once received, it will be reviewed and an approval or disapproval will be provided;
- We will expect you to pay up front and be reimbursed;
- We require a summary of the professional development activity afterwards by one of three options:
 1. Monthly District Teleconference
 2. District Program Area Meeting
 3. Brief report on Central District Web-Site

Guidelines

District guidelines for faculty and academic staff to access Central District Professional Development funds:

1. There is evidence that requested professional development has a clear relationship and specific application to the staff person's current or future extension programming (evidence includes professional development plan, Plan of Work and/or Annual Performance Review).

2. Staff person will indicate how participation in a professional development opportunity will benefit county/district/state extension programming and how knowledge is to be shared with others.
3. For credit course work towards a degree, the staff person will:
 - Meet the first two criteria
 - Seek funding support through other sources prior to requesting district professional development funds (document other sources)
4. For credit course work (not towards a degree):
 - Meet first two criteria
 - District will consider paying audit fees
5. For staff who are developing/maintaining an area of specialty:
 - Is professional development available within Extension?
 - If yes, seek that opportunity.
 - If no, a portion of expenses may be covered by professional development funds.
6. For requests to attend conferences/professional meetings, priority given to staff who are presenting/having a leadership role/receiving awards.
7. Professional Development Funds will be distributed on a first come, first serve basis with the guideline that a person would have access to about \$500.
8. Please indicate a monthly Central District Wisline or meeting at which you can share your findings.
9. Applicant must be current with the Planning and Reporting process.
10. Evidence is documented that the Central Extension Committee supports the professional development activity.