



## **EASTERN DISTRICT GUIDELINES FOR SELF-DIRECTED PROFESSIONAL DEVELOPMENT**

Extension professionals are responsible for designing a professional development plan to meet their needs and the needs of their clientele. This includes educational experiences designed to enhance professional competencies and credit course work. These self-directed professional improvement opportunities include UW-Extension conferences, continuing education opportunities offered by other institutions and/or organizations. Individual interests as the faculty and staff members' careers progress, will drive participation in professional development. The costs of these opportunities may be covered in a variety of ways; through UW-Extension program areas, the county, or district professional improvement funds. Other funding sources may include professional associations, such as Epsilon Sigma Phi.

County-based faculty, WNEP Coordinators, and Basin Educators are encouraged to take advantage of the eastern district professional development funds. Annually, funds are allocated to the District to support the professional development goals of faculty and staff. By following these guidelines you will expedite the processing of your District Professional Development Application.

### **Guidelines & Procedures:**

1. Funding may be used for local and out-of-state educational experiences, including workshops, conferences and seminars that may be offered by UW-Extension or other universities, organizations, agencies or businesses.
  - a. Individuals seeking financial reimbursement for credit courses should complete the tuition reimbursement request form that can be found at:  
<http://www.uwex.edu/business-services/forms/> under Tuition Reimbursement. The policy and form are both located from this link. Process your tuition reimbursement application through the District office.
2. Submit the District Professional Development Application for Financial Reimbursement form and a copy of the agenda or brochure describing the professional development opportunity, at least 30 days prior to the event to the District Director for approval. As appropriate, the local county partner should be advised of activities and local procedures must also be followed. The form may be found on the District website:  
<http://www.uwex.edu/ces/dist/eastern/documents/FinanceForm.pdf>
3. Since professional development is designed to enhance your programming efforts, a report/success story for the current year's program must be filed in the Planning & Results System, in order to be considered for district professional development funds.

4. A maximum of \$500 is available per fiscal year per applicant. If funds are available at the end of the fiscal year, additional funds may be made available upon request. All decisions will be made on a case-by-case basis.
5. Decisions will be based on the information presented in the application and a report filed for the current program year. Documentation must show that the professional development opportunity requested has a clear relationship to the individual's current or future Extension program and is part of a professional development plan. **For requests to attend professional conferences or association meetings: priority will be given to individuals presenting, who have a leadership role, and/or those receiving awards.**
6. Leveraging other financial support with this funding is encouraged.
7. Approval of the County Department Head and/or Ag and Extension Education Committee is required prior to submission to the District Director.
8. Following completion of the professional development activity, individuals are encouraged to share a summary of the educational program attended, at a District teleconference. Such a summary may include how the individual plans to use the information/resources in their local programming effort. Please contact the District Program Assistant to schedule this summary presentation.
9. Follow the state guidelines for reimbursement of expenses. The University of Wisconsin Travel Expense Report and receipts must be submitted to the District Director's office within 60 days of completing the professional development activity, or by June 16<sup>th</sup>, in order to be processed in the current fiscal year. The travel forms and Pocket Travel Guide can be found at: <http://www.uwsa.edu/fadmin/publicat.htm>

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