

**Guidelines:**

According to contract article 22.6, professional development funds are budgeted annually for members of the bargaining unit. The Chief Personnel Officer has full and final authority to allocate and authorize the expenditure. No individual shall receive more than \$1,500 in a contract year. Expenses of members required to travel for university business shall not be charged to this fund. Decisions concerning allocation and expenditure of professional development funds are not grievable.

Funding to be used for professional development toward current position only. If training or skills are required for job, it should be paid for by the university. Travel expenses are the responsibility of the university or member.

Please inform committee if you do not attend the conference to make funding available for other members.

**Process:**

1. Complete Application for Funding.
2. Attach a justification specifying amount requested.
3. Send application form, justification, and conference material to Jay Chhabra in the Department of Financial Planning, WT 170 J. The Professional Development Committee will review, render a decision, and notify member via email within five working days.
4. Once notified of approval, members must send completed travel authorization to LaKecia Freeman (HR Director). Travel authorizations must have the signatures of the member's supervisor and appropriate vice president, and the org number approval for any additional funds. LaKecia Freeman will forward travel authorization to the Travel Office to be processed.
5. If you have any questions, you may contact Jay Chhabra at x26852 or ChhabraA1@SouthernCT.edu, committee chairman.

Applicants must complete the application below with a completed travel authorization form signed by supervisor with the conference material.

Name \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_ Telephone \_\_\_\_\_

Amount Requested: \_\_\_\_\_