

College of Arts and Sciences

Staff Development Fund Rules & Instructions

The Staff Development Fund provides support for College of Arts and Sciences staff members who wish to participate in workshops, seminars, conferences, and other training opportunities that relate to their current job responsibilities. The fund can also be used for reference books, training software, and other materials that enhance staff members' job skills. The fund should not be used for development opportunities that do not relate to job requirements or for computer applications or other equipment that should be provided through departmental budgets.

The awards process is competitive and those receiving this honor may be announced on the college website and at staff meetings.

The Staff Development Committee may request feedback from all awarded applicants about their funded opportunity.

There are three Staff Development Fund application submission deadlines each year:
July – October, November – February, and March – June

Restrictions:

- 1) Funding will not be provided for outside training opportunities that are available through Georgia State University. Before applying for funds, applicant should ensure that similar professional development opportunities are not available on campus or in the Atlanta area.
- 2) Staff members are eligible to receive one award of up to \$500 per fiscal year.
- 3) Post-doctoral positions and staff whose salaries are funded predominantly through grants may be eligible for the Staff Development Fund. Please see scoring rubric for details.

Instructions:

To apply, staff members submit to Teresa Rucker in Administrative Services:

- 1) The application form signed by the department chair or director
- 2) Statement of purpose or intent for the development opportunity
- 3) Supporting documentation for the project, including explanation of costs
- 4) Your current resume or CV which includes a description of your job responsibilities
- 5) Application checklist

The college Staff Development Committee will review the materials and make award decisions. The committee will make awards based on the appropriateness of the professional development opportunity to the applicant's current job duties, the quality of support documentation, and previous awards from prior years. The committee may choose to provide partial funding for requested support. Applicants will receive notification of whether or not they have been awarded funding within two weeks of the deadline if all required materials are included in the application.

The Staff Development Committee will also survey the staff periodically to determine if there is a broad interest in the specific training areas. If there is significant need, the committee will seek approval for using Staff Development Funds to organize internal training events. Annual funding for the Staff Development Fund is determined by the Dean in consultation with the chair of the Staff Development Committee.