

ILR SCHOOL STAFF PROFESSIONAL DEVELOPMENT PROGRAM

Effective July 1, 2009, the ILR School has established a professional development account for staff members in the amount of \$25,000. The purpose of this account is to support individual professional development programs to expand possible career paths, to learn new skills as responsibilities shift due to the results of the SRI program, to improve performance in a particular area, and to remain abreast of new developments in one's professional field.

Funds are available in the amount of up to \$1,000 for each staff member. These funds are in addition to your department funds which have been budgeted for professional development and should be requested only after your department funds have been exhausted or allocated.

*Note these funds are not to be used toward payment or reimbursement of the Cornell Employee degree program or the Cornell Tuition Assistant Program. This fund cannot be used for credit bearing courses.

Staff who would like to utilize the professional development funds may do so by completing the "Staff Professional Development Funds Request Form". The form should be completed and signed by the employee, approved by the employee's supervisor and forwarded to the ILR HR Office for final approval and recording.

The request form outlines the following:

- Name and department of employee requesting funds
- Proposed Professional Development activity, including name of event or program, date and location, and proposed cost of activity (registration fees, travel, per diem)
- Amount of college funds being requested (up to \$1,000 per employee)
- Description of how the program will advance your career, prepare you to assume additional duties, remain apprised of recent developments in one's field, or to improve performance in a particular area.
- Verification that all available department funds have been exhausted or allocated prior to submittal of the request.
- Require employee signature and supervisor approval.