

Staff Senate Professional Development Fund Request

The University of North Texas encourages full-time, benefits eligible UNT staff members to participate in professional development activities, programs, conferences, or events that enhance skills, knowledge, and effectiveness. Funding for professional development looks different across divisions and departments. These funds are intended to allow opportunities for staff to engage in professional development opportunities that may otherwise not be possible without additional funding support.

Funds are awarded in accordance with predetermined guidelines and are available on a first-come, first-serve basis. Funds are limited to the annual approved budget amount.

Funding Eligibility

- Only full-time, benefits eligible staff are eligible to apply for the professional development funding
 - Staff must be beyond 6 months of employment at the University of North Texas.
 - Staff must not occupy a role *above* Executive Director
 - Supervisor and/or Department Head must approve and justify funding
 - Professional Development Opportunity must be in compliance with SB 17, as seen by utilization of the SB 17 Decision Tool, training course, and then UIC if needed.
 - Limited to a maximum of \$400 per staff member per year
 - Preference will be given to staff who will be presenting at the professional development opportunity
 - Professional Development funds requested must be justified to help support staff member's current role at the University of North Texas, and assist with propelling them forward at UNT, as well as provide benefit to the University of North Texas
 - Staff may not use professional development materials designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation to further conduct trainings, programs, or activities on UNT's campus
 - All records will be retained according to UNT Policy 04.008, Records Management and Retention
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Employee Information

Staff Member Name (First and Last):

Submission Date:

Employee ID Number (8 digits):

Employee Email Address:

Position Title:

Department:

Division:

Supervisor Name:

Supervisor Email Address:

Department Head Name (if different from supervisor):

Department Head Email Address:

Professional Development Information

Professional Development Opportunity Name:

Location:

Dates of Professional Development Opportunity:

Purpose of Attending this Professional Development Opportunity:

Will you be presenting or have you submitted a proposal to present? Yes No

What is the topic of the proposal you submitted/are presenting?

What do you specifically hope to gain by attending this professional development opportunity?

How will attending this event benefit your department and/or University of North Texas?

How will you share what you gained from this opportunity with members of the UNT community?

Budget Request

Many departments provide professional development funding to their staff members. If your department is assisting in funding your professional development, please indicate that in the “Department Contribution” below. If they will not be assisting in providing financial support, please leave the “Department Contribution” column blank.

Expense Category	Total Amount	Department Contribution	Amount Requested from Professional Development Fund
Registration Fee			
Transportation			
Lodging			
Meals			
Other			

Total Amount Requested from the Staff Senate Professional Development Fund:

If approved for the requested funds, I agree to follow all UNT System policies and procedures and submit a final Professional Development Impact Summary and Survey and final budget 2 weeks following the completion of the approved opportunity.

Signature of Applicant:

Date:

For Staff Senate Use Only:

Approvals Received

HR	Date	Approved
Supervisor	Date	Approved
Department Head (if not supervisor)	Date	Approved
Staff Senate	Date	Approved

Reason for Denial (if applicable)