



Staff Development Fund Application

Middlebury encourages the development of employee job skills. An employee may submit applications to the staff development fund for support of activities that will enhance job performance.

The fund supports a variety of work-related development activities that may include:

- Participation in short courses
- Workshops
- Training programs and
- Opportunities for staff members to prepare training programs and workshops for other employees on campus

In some cases, the Institute will consider supporting self-improvement projects designed to benefit the individual or to facilitate career advancement only if there is significant promise of benefit to the Institute as well. The staff development fund does not provide tuition payments for college-level or graduate-level courses.

Regular staff members applying for staff development funds must have a current performance evaluation on file in the Human Resources Office. The application must have the prior approval of the applicant's immediate supervisor and, if different, the prior approval of the budget director for the area in which the employee works. To accommodate staff development opportunities that arise throughout the fiscal year, some funds will be set aside for use during the latter part of the fiscal year.

The maximum amount you can request from this fund is \$750. Please note that in most cases, development opportunities can be availed at substantially less costs and preference will be given to those that show prudent use of funds. Typical staff development requests should be in the range of \$100 to \$500. A detailed budget should be included with your application. To simplify the administration of the fund and maximize the chances of program approval, an employee should include as much information as possible about the program and explain how it relates to his/her work.

In reviewing/approving applications for staff development funds, priority is given to:

1. Programs/workshops providing skills training that is required for the job.
2. Programs/workshops providing skills training that is directly job-related and has been identified as a need in the employee's performance evaluation or development plan.
3. Programs that prepare the employee for future work-related opportunities.

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The Staff Development Fund is available to help support job-related training that is required for your job, or that is directly related to enhancing job skills and professional development. In some cases, this funding is more appropriately provided by your department budget. You must have approval from your immediate supervisor and department's budget director that this training is recommended. This application must be submitted in advance of the training rather than as a reimbursement request. Please contact Human Resources for additional information.

Applicant:	
Job Title:	
Department:	
Supervisor:	
Program Description: (If you have a brochure or printed program description, please attach a copy or provide a webpage link.)	

Title of the Program:	
Date(s):	
Location:	
Basic content of this program:	

<p>Your Goals: How is the program related to your job responsibilities? How will it contribute to your job performance? Please use the back of this page if needed.</p>

Program Cost (attach breakdowns of costs.)	\$
Amount Requested of Staff Development Fund:	\$

Approval Signatures

Immediate Supervisor			
Department Budget Director			
Do you currently have funds budgeted for travel/staff development?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Date Submitted	
Approved by Human Resources	
Award Expiration Date	