



## **STAFF DEVELOPMENT PROGRAMS**

### **SUMMARY**

The Mays Staff Development Programs were created through suggestions provided from the fall 2012 staff survey and then expanded upon during the 2015-2016 staff town hall survey. The Dean's Office, specifically Dr. Eli Jones, has approved and allocated funds that support staff development.

There are two staff development programs which will facilitate employee development through continuous learning opportunities. The first opportunity is focused on staff members participating in a form of development which is job-related and has the purpose to improve a current skill set or develop a new competency to enhance job performance. The second opportunity is providing tuition relief for staff who are currently attending or enrolled in completing and furthering their education.

### **ELIGIBILITY & REQUIREMENTS**

All currently employed staff members of Mays Business School are eligible to participate in the Mays Staff Development Programs.

Following approval of professional development support and upon completion of development activity, the staff member will report or demonstrate new knowledge in one of the following means:

1. Provide a written summary of activity, new knowledge gained, and how this can be applied in the staff member's job duties.
2. Provide a demonstration of the new knowledge to a group of co-workers. This could be a workshop or small group activity to show application of the new skills and how others might also use these skills or incorporate new ideas in your job duties.

### **ALLOWABLE EXPENSES**

The cost of the development activity requested as a non-tuition opportunity will be shared with the employee's department. Mays Business School Dean's Office will provide up to 50% of the cost and the employee's department will be responsible for the remaining amount. The maximum allocation allowed for either Staff Development Program option will be \$1,000. Allowable expenses include event registration and associated travel related expenses such as transportation, lodging and meals.

The cost of the tuition relief will be funded directly from the Dean's Office. The maximum allocation allowed will be \$1,000 which can be split up between semesters or used fully in one.

Current staff members are eligible to receive one of the development funding opportunities after one year of employment at Mays Business School.

### **APPLICATION PROCESS**

An employee applying to the Staff Development Program should discuss with his/her supervisor and the appropriate unit head in order to obtain their approval prior to submitting an application.

1. Obtain a Staff Development application from MaysNet/Forms/Downloadable Forms.
2. Complete the form and make sure to obtain approvals from immediate supervisor and unit department head.
3. Submit the completed application to the Mays Staff Council Chairperson.