

## **Staff Professional Development Request**

27-Nov-17

**Purpose:** In order to encourage professional development among the department staff, the department has budgeted funds for professional development opportunities. Staff members are encouraged to seek opportunities for professional growth. These opportunities are separate from *training programs* that are necessary to carry out existing responsibilities. Staff members interested in professional development opportunities should fill out this request form. Requests will be considered and prioritized by the Administrative Management Team (Chair, Vice Chairs, Staff direct reports to Chair, Chair of PSAC, IT Liaisons). Please submit the request to Shelley Palmer (palmer.14).

### **Information:**

Name:

Position:

Last Professional Development (title, date):

### **Professional Development Opportunity:**

Title of Program:

Sponsor:

Dates:

Location:

Number of hours:

Cost (append simple budget if more than registration fee):

Description of Program:

How will the program help you advance your career goals:

Other funding sources, which could be used in addition to department resources:

<https://gatewaytolearning.osu.edu/professional-career-development/staff-development-grants>

<https://artsandsciences.osu.edu/about/faculty-staff/staff/awards/development>