



### **Parameters around use of Department Professional Development Funds**

Members of the Department of Social Work may identify professional development opportunities outside of the normal workshops, seminars, and Tuition Scholarship offered by the University. These opportunities include academic coursework at other institutions of higher education, which is not offered at MSU Denver, conferences, seminars, trainings, professional organization memberships, certification study materials, certification exams, among others. The Department also allocates certain funds for various members with the thought that some employees are not eligible for PD funds in their Colleges. The amount the Department allocates to PD funds are fully dependent on availability of funds and changes from year to year.

**Purpose:** To give Department faculty/staff the opportunity to pursue professional or individual development activities that are relevant to their growth as an employee. Any funds not used will return to general fund—individuals may not reallocate their funds to other individuals. If there are unusual circumstances in which faculty or staff want to request extra funds to cover qualified activities in the event of a fund balance at the end of the year, they may request this from the Chair who may consult with Leadership Team for approvals. Funds do not roll forward from year to year.

*Examples of what PD Funds CAN be used for:*

- Conference/Training registration and travel
- Professional Membership Fees—relevant and related to social work and/or specific courses they are teaching.
- Books directly related to professional development (e.g. textbooks for courses one is taking, materials related to scholarship. \*Make sure you check with the Department about obtaining review textbooks for your courses first.)
- Fees related to professional licensure—relevant and related to social work and/or specific courses they are teaching.

*Examples of what PD Funds CAN NOT be used for:*

- Liability insurance payments or reimbursements are not permitted under university policy, (e.g. NASW Risk Retention Insurance)
- Equipment or furniture (laptops, iPads, phones, new desk, etc.).
- Unrelated licensure or certification
- Release time or salary supplements
- Hot tubs. Food. Clothes.