

Missouri Western State University  
**Professional Development  
Employment Policies**  
Approved: 07/21/2015

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Missouri Western State University encourages Faculty, Administrators, Exempt, and Non-Exempt Staff to attend professional meetings and to pursue professional development. The purpose should be to upgrade the individual's professional knowledge.

**Professional Development – Faculty**

Department Chairpersons regulate faculty attendance at local, state, and national meetings. Prior approval must be obtained at least two weeks before the proposed trip. APPROVAL MUST BE OBTAINED WHETHER OR NOT EXPENDITURE IS REQUESTED.

Faculty members may be approved to attend meetings of organizations outside their subject-matter area. However, individual faculty members must provide their own travel funds for such meetings. The maximum amount approved for professional travel for an individual faculty member during an academic year will be determined by the department Chairperson in accordance with the amount of professional travel funds available to the division and to the department.

Procedure for Approval:

1. Obtain travel request form from office of the immediate supervisor.
2. Complete form in duplicate. (All personnel making the trip must be listed on the form.)
3. Estimate as closely as possible all expenditures.
4. Submit completed forms to supervisor for approval.
5. The supervisor will submit the completed forms to the Business Office.

Procedure for Reimbursement:

1. Complete reimbursement form in duplicate.
2. Return two copies of form to the immediate supervisor with receipts for transportation, lodging, and registration.

**Professional Development – Staff**

Funding for Exempt and Non-Exempt Staff is available through both the Human Resources Department and the Staff Association.

Staff Development Funding from the Human resources Department shall not exceed \$200 per person per fiscal year. Approval of funding is granted by the Human Resources Director after review of each application and is based on availability of budgeted funds.

Professional Development Funding through the Staff Association is available based on allocation of funds by the MWSU Foundation. This funding shall not exceed \$200 per person per fiscal year. A committee of Staff Association members will review each application and make the decision regarding the funds awarded based on the availability of budgeted funds.

The required procedure for applying for these funds is:

1. Obtain supervisor's approval for event attendance.
2. The employee must request funding from the department and/or immediate supervisor.

3. The employee must complete the Staff Application for Staff/Professional Development Funding.
4. The Staff Application for Staff/Professional Development Funding must be turned into the Human Resources Office prior to travel or event.
5. Reimbursement will not occur if application is not received **prior** to travel or event.

The procedure for approval of funding is:

1. Human Resources will review the Staff Application for Staff/Professional Development Funding.
2. Human Resources will determine the funding amount from the Staff Development Funds they monitor, making note of the award on the application and sending notification to the applicant.
3. Human Resources will forward a copy of the Staff Application for Staff/Professional Development Funding to the chair of the Professional Development Committee of the Staff Association.
4. The Professional Development Committee of the Staff Association will review the Staff Application for Staff/Professional Development Funding.
5. The Professional Development Committee will determine funding amount from the Professional Development Funds they monitor, making note of the award on the application and sending notification to the applicant.

The procedure for transfer of funding is:

1. Upon completion of the travel or event, please submit a copy of receipts for all expenses as well as verification of attendance (i.e., program, name badge, certificate, etc.) to both the Human Resources Department and the Professional Development Committee Chair. Receipts and verification of attendance must be submitted within 45 days of travel or allocated funding will be revoked.
2. The Human Resources Department and Professional Development committee will review the receipts.
3. Upon validation of the receipts, the reimbursement funding will be transferred to the appropriate department budget.

Procedures and Application Forms are available online through the Human Resources Office and/or the Staff Association websites:

<http://www.missouriwestern.edu/hr/pdf/funding.pdf>

<http://www.missouriwestern.edu/StaffAssn/proffdev.asp>