

Division of Student Affairs

Proposed Rules for Travel related to Professional Development/Training/Presentations Effective as of Fiscal Year 2009-10

All Funding Sources

Professional development and continual learning is important for all staff in the Division of Student Affairs. Unfortunately, during these tough economic times, it is important to evaluate our ability to send staff away from campus for development opportunities. The guidelines below are intended to provide parameters by which funding will be approved for next year, regardless of funding source. Departments are encouraged to think creatively about opportunities to provide developmental programs internally. Consider creative approaches that involve your staff in idea generation and implementation. Identify more global topics that take staff beyond their daily work to better understand the larger context of their work. Encourage participation in professional development opportunities across campus (e.g. webinars, Student Affairs Staff Development committee initiatives, USF Talent Development programs). While we can't simulate all that happens at a regional or national conference, we can help to fill the potential gap that is created during this time of limited travel. It is most important to think creatively and innovatively during tough economic times. Set the standard in the Division for having the most interesting and effective low-cost approaches to staff development.

Guidelines for professional development travel:

- Administrative staff will be able to attend one conference every other year. The anticipation is that half of the staff who would normally travel should plan on traveling one year and the other half would plan on traveling the next.
- University funds will not be used to fund Graduate Assistants or other students for travel specific to their own personal/professional development. Other student travel related to leadership development or specific positions (e.g. NACA, SEIFC/SEPC, FSA, SAACURH) should be carefully evaluated for cost and benefit. While some student travel is critical to the success of their organizations and/or programs, this is a time to closely review what is absolutely necessary and what is desirable. Think creatively about how students can share their experiences upon return with those unable to attend. These guidelines on staff travel do not apply to costs associated with staff accompanying students on a program or trip.
- Development opportunities provided locally with no travel or accommodation costs are encouraged.
- The Vice President's office will put aside approximately \$10,000 in Carry Forward funds whereby staff can request the use of the funds for Professional Development/Training/ giving Presentations. This fund will be available for travel where there is no other funding source available.

- All staff and student travel should be planned in consultation with the department head. Individual exceptions to these guidelines should be discussed with the department head and area AVP/VP.