Staff Training and Professional Development Fund
General Information

The Staff Training and Professional Development (STPD) fund provides the opportunity for staff to attain new skills or knowledge in a manner that will enhance a staff member's performance and be of specific benefit to the department and College.

Such opportunities may include:
- Conferences, workshops, seminars, webinars, and certifications
- Books/multi-media
- Travel and accommodation for off-campus courses, workshops, etc.
- Special projects, including but not limited to research and publication

The Staff Council may also utilize funding to provide campus-wide training for staff if the need and/or opportunity arises.

CRITERIA

1. Funds are available on a first-come, first-served basis, with first-time applicants and those who have not received funds in the last fiscal year taking priority.

2. Employees applying for funds must be regular, benefits-eligible staff members (*as determined by the Human Resources Department)* for at least **three months**.

3. The maximum award is $1,000. These funds are intended as a complement to, not in lieu of, departmental development funds.

4. The Staff Council STPD Committee will review, consider requests, and determine the amount of funds awarded case-by-case on a rolling basis.

5. Applicants must submit their request for funding at least 30 days prior to the event that they are attending in order to provide sufficient time for the Committee to process the application.

6. Applicants may apply for funding annually and may only receive funds once during the fiscal year. Priority will be given to those who did not receive funding in the previous fiscal year.

7. The Staff Council STPD Committee will NOT fund:

   a. Computer Hardware/Software

   b. Journals/Supplies

   c. Individual memberships to associations or organizations

   d. Mandated/required department training/certification

8. Proposals cannot be submitted by departments. Only individual staff members may apply for funds for individual use.

9. Documentation of all projected expenses is required and should be submitted with the application. Include copies of transportation costs, reservation receipts, program fees and other associated fees/expenses. Also, please include copies/printout containing information about event/training attending.

10. A *Staff Training and Professional Development Feedback Report Form* (link below) must be completed and returned to the STPD Committee in addition to documentation of actual expenses (receipts) *within 2 weeks* of completing the funded activity or June 30, whichever is sooner. *Failure to do so will result in forfeiting the amount awarded and ineligibility for future award consideration.*

CANCELLATIONS

In case of cancellations, it is the primary responsibility of the sending department and/or the individual to cover all cancellation fees. Staff Training and Professional Development funds may not be used for cancellation fees.

APPLICATION

- Complete **Staff Training & Professional Development Fund Application**
- Applications will be accepted on a rolling basis and will be reviewed by the Staff Council STPD Committee.
- A decision will be made within two weeks of the request. Applicants will be notified via e-mail.

POST-ACTIVITY REPORTING

A **Staff Training and Professional Development Feedback Report Form** must be completed and returned to the STPD Committee in addition to documentation of actual expenses (receipts) ***within 2 weeks*** of completing the funded activity or June 30, whichever is sooner. *Failure to do so will result in forfeiting the amount awarded and ineligibility for future award consideration.*

QUESTIONS?

If you have any questions or concerns about funding or need assistance with this application, please contact the STPD Committee at: STPD@pitzer.edu.

2023-24 Staff Council STPD Committee Members

General Staff Training and Professional Development Committee
E-Mail Address: STPD@pitzer.edu

Jill Hawthorne (Chair)
Career Services
Jill_hawthorne@pitzer.edu

Tasmia Moosani
Student Success Initiatives
Tasmia_moosani@pitzer.ed

Madeline Akin (Treasurer)
Facilities & Campus Services
Madeline_akin@pitzer.edu

Karina Ruiz
The Office of the Registrar
Karina_Ruiz@pitzer.edu

Erika Quiñonez (Past Chair)
Advancement & Communications
Erika_Quinonez@pitzer.edu