

## I – SCHOOL OF SOCIAL WORK COMMITMENT TO STAFF PROFESSIONAL DEVELOPMENT

SSW encourages staff to participate in professional development opportunities to increase their job skills and knowledge as they relate to their position at the school. Also encouraged are activities in pursuit of longer term career goals. This policy will highlight benefits offered to full-time staff as part of their employment package, and introduce an application for school funded support for other activities, like conference registration and travel, training workshops, etc. For any professional development opportunities, it is necessary for agreement between supervisor and employee including adherence to university policies. Please refer to the appropriate section of the SSW-Travel Policy regarding staff attendance at professional conferences or otherwise that are directly related to the duties of the job; such participation is separate from this application process and should be discussed with the appropriate supervisor/manager.

## II –UNIVERSITY PROVIDED EDUCATIONAL OPPORTUNITIES

Access to university provided educational opportunities may require supervisor approval with regard to work schedules.

- A. Tuition Remission Eligibility: <https://uhr.rutgers.edu/benefits/non-state-benefits-rutgers-positions/tuition-remission>
- B. SSW-Continuing Education Workshops: <https://socialwork.rutgers.edu/academics/continuing-education>. Please contact Samantha Michaele ([sjmichaele@ssw.rutgers.edu](mailto:sjmichaele@ssw.rutgers.edu)) for the registration form. Please note, CE workshops are filled on a space-available basis.
- C. University Human Resources Professional Development Certificates and Workshops:
  - a. COURSE DESCRIPTION: <https://uhr.rutgers.edu/professional-development-opportunities>.
  - b. REGISTRATION: <https://hrservices.rutgers.edu/crs/> (includes ~30 self study resources). . University NETID and password required.
- D. Other:
  - a. Visit the <https://my.rutgers.edu> (University NETID and password required) for:
    - i. “LINKEDIN LEARNING” application on the “MY APPS” TAB or visit <https://it.rutgers.edu/linkedin-learning/>
  - b. Various other SSW or University sponsored workshops as announced.

## III –SSW APPLICATION

An application based process will be used to prioritize and provide full-time, class 1 SSW staff members who have more than one year employment within SSW access to limited resources that can be used for various professional development opportunities and skill acquisition not offered by the University. Eligible staff members may apply for the purposes of receiving expense reimbursement to cover reasonable costs associated with training fees, conference registrations (at the member rate), and related air or ground travel. Costs for any professional organization/association memberships and for meals will be borne by the employee. All requests must first be reviewed and approved by the employee’s supervisor including permissibility of any release time to attend proposed activity. Applications can be submitted any time, but no later than the schedule below:

<b>DUE DATE</b>	<b>FOR OPPORTUNITIES OCCURRING DURING THE PERIOD OF</b>
December 1 <sup>st</sup>	January - March
March 1 <sup>st</sup>	April - June
June 1 <sup>st</sup>	July - September
September 1 <sup>st</sup>	October - December

## VII - SUMMARY

The Dean has responsibility for the allocation of funds in the context of her overall budgetary responsibility, the individual traveler and their supervisor have responsibility for determining the appropriateness of the travel and expenses associated with it, and SSW Business Services staff have responsibility for reimbursement processes. Only one request per employee will be considered during the fiscal year. As funds allow, priority will be given to employees who have not previously received funding toward professional development opportunities whether from the school, sponsored project, or other university source. Supervisor approval to make a request does not guarantee the request will be approved. Allocated travel funds are available for the travel period in which they are approved, and may not be carried over to fund future requests. Reimbursement requests for a travel period that differs from the employee’s application will not be considered. Employees approved for SSW Professional Development Funding should work directly with SSW Business Services, and should also refer to the SSW Travel Policy.

*Effective September 2019*

*SSW policy should be used in conjunction with University policies and procedures (<http://policies.rutgers.edu> travel policy [40.4.1](#))*

## SCHOOL OF SOCIAL WORK PROFESSIONAL DEVELOPMENT FUNDING APPLICATION

### Part 1: Applicant and Conference Information. Please complete all fields.

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Event: \_\_\_\_\_

Dates attending: \_\_\_\_\_ Event location: \_\_\_\_\_

Reasonable and appropriate anticipated expenses (must be compliant with university policy). Request should not exceed \$750 for ground travel or \$1,500 for air. Meals and membership fees must be borne by the employee.

Registration/workshop fees (member rate)     \$ \_\_\_\_\_  
Transportation (ground/air):                     \$ \_\_\_\_\_  
Lodging:     \$ \_\_\_\_\_  
Other:     \$ \_\_\_\_\_

**Total requested:**                                     \$ \_\_\_\_\_

If you anticipate receiving other funds to supplement this request, please indicate the source and amount:

\_\_\_\_\_

Is this your first application for professional development support during this fiscal year (yes or no)? \_\_\_\_\_

Explain briefly why you wish to attend\*:

\_\_\_\_\_

\_\_\_\_\_  
*\*Supply event flyer with stated registration fees. If an active committee member for this conference/organization, please explain your role. If presenting at a conference, please attach an abstract or summary.*

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

### PART 2: SUPERVISOR APPROVAL

Supervisor comment:

\_\_\_\_\_

\_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Once completed and signed by supervisor, email [staffprofdev@ssw.rutgers.edu](mailto:staffprofdev@ssw.rutgers.edu) for review and determination.

Part 3: SSW Deans Office Signature \_\_\_\_\_ Date \_\_\_\_\_ Amount Approved: \$ \_\_\_\_\_

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