

# Bluefield State UNIVERSITY

## PERSONNEL DEVELOPMENT APPLICATION FOR FUNDING

Name \_\_\_\_\_ ID \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

Rank/Title or Classification \_\_\_\_\_ Years at BSU \_\_\_\_\_

See BOG Policy 9 & 16 for and personnel development guidelines for information regarding descriptions of categories, funding and responsibilities. Submit application to Personnel Development Committee.

Category of Request: Please mark the category appropriate to your request.

_____ Category A: Degree Programs	ITEMIZED COST:
_____ Category B: Non Degree Study	\$ _____
_____ Category C: Tuition Waivers	\$ _____
_____ Category D: Research/Presentations	\$ _____
_____ Category E: Workshops/ Conferences	Total Funds Requested: \$ _____

Description of Proposed activity: Attach supporting materials. (Include Institution, course title(s) and number(s) used for a class if category A.) For Category B, D, E please provide description of program, location, and general description.

This activity will contribute to or enhance my ability to perform my Bluefield State University responsibilities in the following way (s):

Beginning/Ending dates of Proposed Activity \_\_\_\_\_

Location of Proposed Activity \_\_\_\_\_

If Category D or E, did you submit a request to your school dean/supervisor for departmental travel funds?

Yes \_\_\_\_\_ No \_\_\_\_\_

**BY SIGNING BELOW, I SIGNIFY THAT I UNDERSTAND THE FOLLOWING**

1. I have a commitment to continue my employment at Bluefield State University for a period of one year after completion of the activity financed. Should I voluntarily leave BSU before this period ends, I will make full repayment for the funds received. Failure to do so may result in withholding of final pay from BSU.
2. Within two weeks following the end of the semester (Categories A, B, and C), I will submit my grade for the course(s) taken to the Personnel Development Committee Chair to be included in my file. I understand that my file needs to be updated by me on a regular basis so the Committee can review my academic progress. I will make sure my file contains my program of study, progress toward my degree, transcripts, ect.
3. Requests for funding in any category should be made a minimum of 2 weeks prior to the need. Guarantees cannot be made that late applications can be approved.
4. Funds which are designed for assistance with tuition payments, and which are awarded to, or expected to be awarded to, employees via scholarships or grants, should be applied first to tuition payments. Personnel Development funds are intended to supplement rather than to supplant, such awards, if needed in payment of tuition cost. Noncompliance could place in jeopardy the employee's future awards of Personnel development funds.

*Signature of Faculty/Staff Member* \_\_\_\_\_

*Date:* \_\_\_\_\_

**STATEMENT FROM SCHOOL DEAN/SUPERVISOR:**

Are departmental travel funds available for this activity? Yes \_\_\_ No \_\_\_ if yes, amount available \$ \_\_\_\_\_

I recommend approval of this request for Personnel Development Funds

\_\_\_\_\_  
Signature School Dean/Supervisor

Committee Action: Date received \_\_\_\_\_

Documentation of successful completion of previous activities in employees file: Yes \_\_\_ No \_\_\_

Date of Committee Action \_\_\_\_\_ [ ] Approved [ ] Disapproved

Total Funds Approved \$ \_\_\_\_\_

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**Signature of Personnel Development Committee Chair**

**Copies to: Committee File; School File; School Dean/Supervisor/ Applicant/Title III director**

**Revised 10/1/16**