



PROFESSIONAL DEVELOPMENT APPLICATION FOR FUNDING

Name _____ ID _____

Address _____

-

Home Phone _____ Office Phone _____

Rank/Title or Classification _____ Years at BSU _____

Submit application to Personnel Development Committee.

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

ITEMIZED COST:

- _____ Category A: Degree Programs
_____ Category B: Non- Degree Study
_____ Category C: Research/Presentations
_____ Category D: 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,C D, 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, or B), I will submit my grade for the course(s) taken to the Professional Development Committee Chair to be included in my file. I understand

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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 Professional 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 employee's file: Yes ___ No ___

Date of Committee Action _____ [] Approved [] Disapproved

Total Funds Approved \$ _____

Signature of Personnel Development Committee Chair

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

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