

Professional Development Fund for Staff

The Professional Development Fund for Staff (PDFS) exists to support the participation of Haslam College of Business staff in pre-approved professional development seminars, programs and conferences. To receive funding for the conferences, seminars, and other programs, an applicant must meet the staff eligibility requirements and adhere to the following guidelines.

- Haslam College of Business (HCB) exempt or non-exempt staff who have twelve or more months of regular, continuous service (minimum of 75% time) are eligible to apply.
- Applicants should be committed to supporting the college's core values.
- Applicants must complete an application which details relevant goals and how attendance at programs/conferences/seminars will benefit those goals.
- Applicants must provide a written letter of support from their departmental supervisor, detailing the benefits of participation to the employee, department, and college.

[COMPLETE YOUR ONLINE APPLICATION](#)

Applicants must submit the following documents online to be considered for the fund:

- Completed application form via link above.
- Published material that provides a description of the professional development aspect of the program requested, including cost.

The applicant should provide the completed application and all supporting documentation at least **one month** before the program.

Deadline: New applications are due on the following schedule for 2017-18:

Review: Applications will be reviewed by a multi-discipline cross-college committee.

Tentative review dates: September 8 2017, January 12, 2018, April 13, 2018, July 13, 2018

Awards: Communication of each award is by email to the recipient, approximately two weeks after the application deadline.

Selection Process

The PDFS committee reviews all completed applications. An individual employee's use of the PDFS is limited to \$500.00 in any fiscal year. The committee may choose to limit an individual cost center/department at any time during the fiscal year. An important factor in granting awards will be the potential benefits to the employee, the department, and to the college. The employee's department must be committed to matching funds for programs/conferences/seminars external to the university. There is no departmental matching requirement for university-hosted initiatives. Approved funds will be transferred to the employee's department to offset reimbursement. Record of completion is required. For more information Contact: Tyvi Small | Executive Director Talent Management, Diversity & Community Relations at tsmall@utk.edu or 865-974-5185