

## **Academic Professional and Staff Development Policy School of Social Work**

### **Background**

The School of Social Work supports and encourages professional development. The School provides a pre-determined amount to academic professionals each fiscal year (starts July 1). The funds DO NOT roll over to subsequent years and so must be used by June 30 of the following year or they will no longer be available. Funds are set aside to support Civil Service professional development activities as well.

Tenure-track and specialized faculty development funds are discussed in a separate policy document.

### **Requesting use of funds**

**Civil Service staff** who would like to take advantage of a professional development opportunity (conference, training, annual membership, purchase of books) should make the request through their supervisor, copying the Assistant Dean for Administration. The request should include details of the anticipated expenses, dates of the event (if appropriate) and the benefit to you and the School. Once approved, the employee will be given details on how to proceed.

**Academic Professional staff** are given a pre-determined sum annually, as noted above. Professional Development requiring travel should be requested through their supervisor, copying the Assistant Dean for Administration. The request should include details of the anticipated expenses, dates of the event (if appropriate) and the benefit to you and the School. Once approved, the employee will be given details on how to proceed. Any other expenses (conference registration, books, equipment, etc.) should be paid for through the Business Office, not directly by you.

### **Allowable uses of development funds:**

- Some positions require attendance at professional conferences and events, ie. for recruitment purposes. These DO NOT need to be paid from your personal development funds; contact the Assistant Dean for Administration for approval to attend these events and have them paid for by the School.
- Transportation, lodging, and other expenses to attend conferences or meetings related to professional development. All expenses must meet the qualifications for reimbursement. Professional development may be a professional meeting (ie. Society of Research Administrators) or a training event (ie. leadership training).
- Purchase of books or equipment, such as professional development books and standing desks. Any purchases from development funds are property of the University of Illinois, so any tangible items purchased with these funds need to be returned to the school upon departure from the University. Civil Service employees do not need to buy their own equipment; requests should be sent to their supervisor and the Assistant Dean for Administration.
- Annual membership in a professional organization that directly benefits the employee's position. Memberships that exceed one year must be approved as an exception. Institutional memberships (umbrella membership that provides all qualified employees with membership) in professional organizations are also allowable.

### **Unallowable uses of development accounts:**

- Club memberships (for example, Sam's Club and Costco) are unallowable because employees are prohibited from entering into contractual agreements on behalf of the University.

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Memberships in Airline Clubs and Lounges (such as Red Carpet or Admiral's Club), city clubs and country clubs, and memberships in a health/athletic club for an employee's personal use are also unallowable.

- Payment of traffic and parking citations issued either by the University or by a municipality to an employee, while on either University or personal business is not allowable.
- Reimbursements for business calls on personal phones, or the purchase of cell phone or phone lines.
- Library fines incurred from a library, including the University Library, cannot be paid using faculty development funds, even if the materials in question were used for research purposes.
- Equipment and supplies not directly related to research or professional development (iPods, personal magazines, etc.).
- Advertising in a program book for a charitable event, or donations to a charity.
- Tickets to business, civic, or social function that advance University programs and objectives.
- Tickets to a business, civic, or social function that advance University programs and objectives are not allowable from faculty development funds, even if the function affects the research or professional development of the faculty member.
- Memberships in social organizations (Kiwanis, Lions, etc.).

**Questions?**

Email [sw-expenses@illinois.edu](mailto:sw-expenses@illinois.edu)