

Professional Development Funds for Cooperative Extension Faculty

Faculty with Extension appointments are eligible for a maximum of \$1000 per fiscal year; the amount will be adjusted based on the Extension appointment percentage. These funds are to be used to support the professional career development through attendance or training for specific educational experiences or materials or professional meetings/events. These funds are limited, and priority will be given to faculty at the Assistant and/or continuing eligible level.

All requests must be submitted in writing in advance. Faculty must include with submission a 3 to 5-year professional development career plan with yearly updated goals and plan of actions.

The plan must include dates of travel and estimated expenses, along with any available matching funds.

All requests must have the approval of the appropriate County Director or Department Head **prior** to being sent to the appropriate Associate Director. There is no carry-over of funding from one fiscal year to the next, nor is there carry-over beyond the event/meeting requested. Final approval is by Extension Administration.

The Core Competencies are:

Professional and Career Development	Educational and Information Technology Learning	Written and Spoken Communication and Skills	Program Planning and Development	Learning and Subject Matter Expertise
Program Implementation	Applied Research and Evaluation	Scholarship	Organizational Knowledge, Leadership	Diversity and Multiculturalism
Marketing and Public Relations	Linkages with External Audiences	Volunteer Training and Leadership		

Program Funding

Program funding may be available for multi-county or state-wide programs only that address emerging critical needs. Requests may be initiated by Extension faculty with approval of appropriate Unit Head. This requires approval from the Associate Director of the specific program area.

Steps

1. Fill out the two forms below, electronically, and send them to your immediate manager / supervisor / director / unit head.
2. Your manager/supervisor/director/unit head will review and approve or deny your request. If denied, they will provide you a thorough response. If approved, it will go to the Area Program Director.
3. Area Program Director will collaborate with EAT for final approval/denial of the request. You will be notified of your status once it's been decided.

University of Arizona Cooperative Extension Professional Development Travel Request Form

All Fields Required

Note: This form must be submitted at least one month prior to the date of travel.

Today's Date

Dates of Activity

First Name

Last Name

Unit

E-mail

Location of Activity (city, state)

Professional Development Opportunity (summary of event)

Brief paragraph relating how request fits Professional Development Plan

Are you (choose one)

Estimated cost of travel

Matching funds available

Other available funds

Program Area

Rank/Level

Supervisor/Manager/Director/Unit Head

TOTAL AMOUNT REQUESTED

Please continue to fill out the Professional Development Career Plan of Action Form. Request is not complete without all forms being filled.

Professional Development Career Plan of Action Form

For Fiscal Year:



THE UNIVERSITY OF ARIZONA
COLLEGE OF AGRICULTURE & LIFE SCIENCES
Cooperative Extension

Goals for next 3-5 years	Professional Development Competency to be addressed	Professional Development Plan of Action	How does this foster your career?

Requester

Upon completion, e-mail forms to your MGR/SUP/CED/UH for review.

MGR/SUP/CED/UH

Initials indicate approval. Once approved, e-mail to the program area associate director for review. If denied, provide requester an explanation as to why.

PROGRAM AREA AD

Initials indicate approval. Once received, circulate with EAT. If approved, initial and communicate to Requester and their Manager. Also, send completed and initialed forms to Kristie Gallardo and Janessa Hermosillo for processing. If denied, provide all parties an explanation as to why.