Nichols College

Staff Professional Development Fund Program

The Nichols staff development fund program is designed to provide opportunities to promote individual progress of all staff members. Such progress comes through improvements in efficiency and effectiveness, resulting in staff members who feel positive about themselves, their jobs, and their skills, all working together in a supportive environment toward the mission of the College.

Requests are evaluated on the basis of equitable access to training and development opportunities for all staff members, regardless of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical​​​ condition, pregnancy, genetic information, gender, sexual orientation, gender identity or ​expression, veteran status, or any other status protected under federal, state, or local law

Support is limited to a total of $1,000 per full-time employee each fiscal year with a maximum budget of $25,000 per year.

**Eligibility Requirements**:

* 2 Years of continuous service at Nichols College.
* Hold a full-time staff position.
* Employment in good standing with no active disciplinary actions.
* Has not been a recipient of professional development funds in excess of $1,000 for the year.

**Procedures for Application:**

1. Read Staff Development Fund Policy and the Application Information thoroughly.
2. Acquire supervisor’s statement of support and way(s) in which the activity is job-related.
3. Provide an official brochure, flyer, announcement, or invitation describing the activity.
4. Prepare a brief plan for sharing knowledge and experiences with colleagues/other stakeholders.
5. Complete and submit the online Staff Development Fund Application Form (attached).
6. Understand that any change of employment status prior to the start of the activity/event will impact award reimbursement (i.e. must be current Nichols College employee to qualify for funds).

Applications can be processed only after **all**of the documents have been received. Note that the only complete applications will be considered. The applicant will be notified of his/her application status after it has been reviewed and a determination has been made.

**Professional Development Activities Eligible for Funding Include, But Not Limited To:**

* Online classes/courses that are beneficial to your role, department, or the college.
* Local, out-of-state or online professional conferences.
* Computer skills enhancement training.
* Travel expenses related to activities listed above.