

# **PHPR Staff Professional Development Support Policy**

1. This policy applies to all PHPR staff members (clerical, administrative, project managers, research support staff).
2. Professional Development support will be available to PHPR staff members on an annual fiscal year basis (July 1-June 30).
3. The amount of annual professional development support will be determined at the discretion of the Department Head and yearly budget needs. The amount available each year will be announced by August 1 of each year and deposited into individual accounts for each staff member's use. Each staff member is responsible for their own accounting of these funds.
4. As part of the annual report, staff members will document the utilization and purpose of the support, providing the following information:
  - a. Purpose of the support
    - i. Attendance at a state, national, or international conference / meeting for professional development
    - ii. Participation in a professional organization
    - iii. Obtaining advanced training for software, hardware, or other programming that would benefit the Department
    - iv. Networking or representing the college of pharmacy for expenses not covered by the department or college
    - v. Obtaining or upgrading technology
      - Computer or laptop
      - i-Pad/tablet
    - vi. Professional organization membership fees
    - vii. Other
5. If funds are not utilized in a given fiscal year, they will be rolled over.
6. If a staff member leaves the department, any amount remaining in the professional development support fund will go into the general department fund. In addition, any technology (computer, printer, iPad, tablet, etc.) purchased with professional development support by that staff member will remain as property of the Purdue University College of Pharmacy Department of Pharmacy Practice.