

Issuing Authority: CEMML

## **CEMML Professional Development Program**

as of September 6, 2019

CEMML's professional development program fosters and prioritizes the continued learning, development, and skills-building of its staff members. The program benefits an employee's individual career goals, while also aiding the Center to meet its ever-expanding mission.

### **PROCESS AND CRITERIA**

#### On-Campus Employees

Each fiscal year, funds in the main CEMML budget are allocated for the professional development of on-campus staff. All full-time on-campus staff can attend development opportunities every other year using CEMML's allocated funds, and principal investigators can also fund additional training opportunities using their personal discretionary funds.

Staff members work collaboratively with their supervisors to identify professional development opportunities, and consider the employee's career goals along with the Center's needs. The supervisor catalogues these career goals in the employee's annual evaluation.

If CEMML identifies additional funds to dedicate towards professional development initiatives, it will request openly to all staff members that they submit a short proposal to the Executive Committee (EC) to formally request access to those funds. Evaluation criteria will include the following:

- Relevance to employee's career goals
- Benefit to the CEMML and/or immediate project
- Professional development history (EC will prioritize fund allocation to staff based on the amount of time that has transpired since last attended professional development)
- If attending a professional conference or meeting, the attendee's topic of presentation or poster

#### Off-Campus Employees

Some projects Scope of Work (SOW) requires training or other professional development. In those cases, staff should discuss with and obtain approval from the project's principal investigator and/or their immediate supervisor. Training that falls under the SOW may also require approval of the government point of contact and, in some instances, the award sponsor; staff member should be aware of those requirements and will be responsible for coordinating required approvals.

Staff members who work on projects that do not require training and/or other professional development may attend professional development through a nomination process by emailing the EC the recommendation for professional development. Principal investigators or supervisors will initiate the process approximately one month after ratifying its budget, and the EC will review and approve nominations within one month. Remaining funds may also support opportunities that emerge throughout the year. Staff whose projects support training will receive lower priority than those whose projects do not.

### **BUDGET GUIDELINES**

In most cases, staff whose professional development is supported by the main CEMML budget may request up to \$2,000 for travel (e.g., airfare, lodging, rental car), per diem, and conference registration, and up to 40 hours of labor.

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### **PROCEDURE CHANGE HISTORY** (date revised or created, description of changes)

9/6/2019 revised by new interim director

2016 implemented the Center's professional development program