

**PROFESSIONAL DEVELOPMENT
IN-SERVICE PROFESSIONAL DEVELOPMENT CRITERIA**

The following criteria have been established by the JPDC for the administration of the In-Service Professional Development Fund.

An In-Service Professional Development application must meet the general criteria listed below:

- I. Contributes to the personal professional development of the employee
 - Develops and upgrades UFV job-related skills
 - Develops further awareness and understanding of job-related tasks and philosophies
 - Assists in developing related skills which can reasonably be expected to improve job performance
- A. For faculty:** The general criteria above may be further refined as follows
 - Demonstrates that the activity or project is an appropriate logical extension to the employee's current background and contributes to the employee's advancement in a relevant professional area
 - Provides opportunity to gain further knowledge within subject area
- B. For staff:** The general criteria above may be further refined as follows:
 - Represents a logical extension to the employee's current background and contributes to advancement in an area relevant to UFV.
 - For example, enrolling within a certificate or diploma program to prepare for advancement in a career area relevant to and available at UFV. A reasonable expectation must exist that advancement may result from pursuing the activity.
- II. The activity is of value to the institution related to UFV strategic goals.

GUIDELINES APPROVED BY THE JOINT PROFESSIONAL DEVELOPMENT COMMITTEE

CONSIDERATIONS IN REVIEWING APPLICATIONS

1. How will the activity contribute to the professional development skills of the employee and how will it **directly link back to UFV**?
2. In what specific ways will the activity develop or upgrade the employee's UFV job-related skills?
3. What is the relationship between the activity and current or near future employment opportunities for this employee at UFV?
4. How is the activity of value to the institution?
5. How will the activity further UFV's strategic goals?
6. Is the activity a requirement of the department or position? If so, then the activity is **NOT** an approvable professional development application and should be funded through the department.