Professional Development Funds – Staff

The work and roles in academic libraries are undergoing continual change. The library of today is quite different from the library of the past. The library of tomorrow will be different from the library of today. The roles and responsibilities of the staffs of these libraries are constantly evolving. New skills and abilities are needed to keep the library current and to best meet the needs of library users. With that in mind, members of the staff of the University Libraries are encouraged to participate in activities and events that will enhance their skills and expand their knowledge base.

In an effort to facilitate the development and/or expansion of skills, as funds allow, the Dean of University Libraries, will annually set aside an amount of money that is available to support professional development activities for staff of the University Libraries. The funds are available to support activities occurring during the fiscal year for which the funds are allocated. The fiscal year runs from July 1st through June 30th of the next year. Allocated funds must be spent or encumbered on an annual basis by an established date. The annual date will be established by the Dean of University Libraries.

Staff members wishing to participate in professional development activities can submit a request for funding to cover all or part of his/her expenses of participation. Eligible expenses include but may not be limited to registration fees, lodging, meals, transportation, and teaching materials. Participants will be reimbursed for approved expenses incurred when they participate in authorized professional development activities. Reimbursable expenses vary depending on whether the activity occurs within or outside of the Memphis metropolitan area.

To assist with the equitable distribution of Professional Development Funds, a staff Professional Development Committee will be constituted. Membership on the committee will rotate. Made up of libraries’ staff members, this committee will review applications for funding and make recommendations to the Dean about the amount of funding that should be approved for each request.

Requests for professional development funding must be signed by the applicant staff member and his/her immediate supervisor. The supervisor’s signature confirms that: 1.) he/she is aware of the request; 2.) he/she considers the activity to be relevant to the job responsibilities of the requestor; and 3.) he/she understands and supports the idea that the individual will be away from his/her assigned work place for the specified amount of time.

Applicants are encouraged to apply well in advance of deadlines as the University Libraries will not pay late registration fees and the request is not approved until it has been signed by the Dean of University Libraries.

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