

Student Affairs Division Conference Attendance Policy September 19, 2018

The Division of Student Affairs encourages employees to attend local, regional, national conferences and professional trainings. These events aid in the professional development of staff by providing information about best practices, trends and available resources. Additionally, such professional development opportunities provide occasions for scholarly presentations and professional networking.

Employees interested in attending a conference or training should make their supervisor aware of their interest. Ideally, requests should be communicated at the beginning of each fiscal or academic year. This ensures that supervisors have time to comprehensively review all departmental requests from budgetary, time management, and staffing perspectives.

Supervisors may approve or deny conference/training participation based on a number of factors including, but not limited to the following:

- conference relationship to staff member's job function,
- conference attendance advances key priorities or the profile of the office/division,
- conference attendance contributes to an individual's career development,
- employee tenure in current position,
- employee performance,
- conference cost,
- available funds, and
- conference dates.

In addition, those attending a conference may be asked to share what they learned with their team members, and explain how this information will be placed into practice on campus.