

Professional Development Guidance

PURPOSE

The purpose of this guidance is to formalize the professional development procedure within the Office of Research Support Services (ORSS) at Thomas Jefferson University (TJU).

GOAL

It is the goal of ORSS to provide support to employees to increase the effectiveness of their performance in their present ORSS positions, as well as to encourage employees to obtain skills, knowledge and abilities, which may improve their opportunities for career advancement within the University.

ELIGIBILITY

All employees (part-time and full-time) are eligible for these benefits once the employee has completed the probationary period.

RECOMMENDED PROFESSIONAL DEVELOPMENT

ORSS employees are encouraged to attend at least one professional development opportunity per fiscal year, to be approved by their immediate supervisor. On-campus webinars are not counted in the professional development limit.

PROCEDURE

Employees must request permission from their immediate supervisor to attend desired training opportunities. The request should include applicable training details.

Once approved, the employee must request for the Assistant to the Director to register for the training opportunity using the office charge code.

Upon satisfactory completion of the training, the employee must provide documentation to their immediate supervisor recording completion of the professional development opportunity.

Employees must also notify the Manager of Outreach and Education so the opportunity can be added to their transcripts.

Any documentation received from trainings or conferences should be saved in Jeffshare.

EXPENSES COVERED

Professional development expenses covered under this policy include registration fees for local meetings, conferences, workshops seminars and related travel expenses.

LOCAL TRAVEL DEFINED

Local travel is considered travel not requiring reimbursement for flight or hotel stay.

NON-LOCAL TRAVEL DEFINED

Non local travel is considered travel requiring reimbursement for flight and/or hotel stay