

The Heller School for Social Policy and Management

Policy #: HS 6

Issue Date: August 9, 2018

Subject: Professional Development for Administrative Staff

Purpose: To establish clear policies governing administrative staff access to professional development activities within and outside Brandeis University.

I) Policies

- A.** Heller encourages all administrative staff to pursue opportunities for professional and personal growth within or outside Brandeis University.

- B.** Administrative staff may attend professional development activities for 3-5 compensated days per fiscal year (July 1-June 30). Ideally, these activities should be identified and discussed as part of the annual review process so they may be planned in advance.

- C.** Allowed professional activities are those that enhance job-related skills and knowledge for the staff person's current position or future career path. Preference should be given to pertinent offerings by Brandeis Human Resources Department and those local to the Brandeis/Boston area.

- D.** Prior written approval is required from each staff person's supervisor indicating the professional development activity is relevant to the staff person's position and the dates and duration are acceptable. Funding for attendance, travel or other activity-related expenses is at the discretion of each department.