



**WESTERN MICHIGAN UNIVERSITY**

Merze Tate College

# Staff Professional Activity Guidelines

Effective 7/1/2025

Procedure: Beginning July 1, 2025, staff members can submit a proposal for professional development funding to support their work within Merze Tate College. The professional development proposal form can be found at [wmich.edu/merzetate/staff-funding-request](http://wmich.edu/merzetate/staff-funding-request). Proposals for the first half of the year will be covered (July 1 – Dec. 31), proposals submitted for the second half of the year will be covered (Jan. 1 – June 30). Deadlines for proposal submission are available below:

Timeline	Proposal Due Date	Approval date
July 1 – December 31, 2025	<b>No later than August 15.</b> Proposals submitted for events prior to September 1, must be submitted at least 4 weeks before the scheduled event.	September 1 (adjusted for any PD occurring before Sept 1)
Jan 1 – June 30, 2026	<b>No later than February 15.</b> Proposals submitted for events prior to March 1, must be submitted at least 4 weeks before the scheduled event.	March 1 (adjusted for any PD occurring before February 15)

Proposal submission will be reviewed by Deans and the Business Manager. Decisions will be made on a rolling basis and finalized no later than 3 weeks after the noted deadline. **Funding is contingent upon the availability of funds.** Proposal submission does not guarantee funding.

## What is the limit?

Up to two events/activities will be approved for professional development in a given fiscal year. The Deans and Business Manager will meet to discuss the proposal and determine the amount of funding that Merze Tate College will provide.

## Eligible Uses of Professional Development Funds

1. **Conference Attendance:** Registration fees, travel, and accommodations for conferences, workshops, or professional seminars.
2. **Skill Enhancement:** Enrollment in training programs or courses that develop professional skills relevant to your role.
3. **Collaborative Projects:** Initiatives that foster innovation or improve skills or group practices.
4. **Resource Acquisition:** Purchasing books, software, or other materials that directly support professional growth.
5. **Certification and Credentialing:** Costs associated with obtaining professional certifications or licenses that are directly associated with the employee's WMU job responsibilities.

## Additional Guidelines

All expenses must be pre-approved through a proposal to ensure alignment with resource availability and alignment with goals of Merze Tate College.

A brief summary of the outcomes and benefits of the development activity is required upon completion.

Funds must be used within the fiscal year of allocation.