

# Marywood University

## Administrative and Professional Staff Development Proposal Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Area:  Presidential Area  Academic Affairs  Business Affairs  Student Affairs  University Advancement

Location of Activity (City, State): \_\_\_\_\_ Date(s) of Activity: \_\_\_\_\_

1. Please provide the name and describe the activity for which you are requesting A/PS Development funds. Attach a copy of the program or indicate the web link to the event, program, etc. *If you are delivering a presentation, also include a copy of your letter of acceptance.*

2. How often do you attend this activity? (Note: Annual activities / conferences / events can be considered for funding only once per applicant.) \_\_\_\_\_

3. Detail, to the extent that you are able, the expenses of this activity:

Tuition, registration, or fees \_\_\_\_\_

Travel \_\_\_\_\_

Lodging \_\_\_\_\_

Meals \_\_\_\_\_

Other \_\_\_\_\_

Explain: .....

**TOTAL** \_\_\_\_\_

Less personal contribution\* \_\_\_\_\_

Less department funds \_\_\_\_\_

Less other funds \_\_\_\_\_

Explain: .....

**AMOUNT REQUESTED  
FROM A/PS FUNDS:**

\* As a prerequisite for receiving A/PS Development Award, applicants must contribute some personal funds.

4. Please indicate how the activity for which you are requesting funding will benefit you in your professional development.

5. AGREEMENT: I hereby agree to all the terms of policy and procedure as published in the Personnel Manual for Administrative, Professional, and Hourly Employees.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

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### TO BE COMPLETED BY APPLICANT'S DEPARTMENT HEAD OR SUPERVISOR

1. How does this activity benefit Marywood University?

2. If the department is not contributing funds to this activity, why not?

3. DEPARTMENTAL AUTHORIZATION: This proposal is coordinated with the goals of the department.

Signature of  
Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Name:

**PROFESSIONAL DEVELOPMENT PROFILE AND PLAN**  
(include additional sheets if needed)

PROFILE

**Statement of Current Roles**

Describe your current role at Marywood University.

**Future Roles and Responsibilities**

Write a statement projecting future roles and responsibilities you would like to fill.

**Self-assessment**

Write a frank assessment of your strengths and current interests as well as areas for improvement.

PLAN

**Long-range Goals**

State one or more professional goals that you wish to accomplish. Indicate the time frame of your plan. Describe the steps you will take to accomplish your goals and the means you will use to measure your progress toward accomplishing your goals.

**Submit your completed application to the Chair of the A/PS Development Committee for distribution to Committee members**