



DIVISION OF STUDENT AFFAIRS **BUSINESS OFFICE**

DSA Professional Development Expectations – Effective Date 9/1/2021

Divisional Expectations:

Investing in professional development is important for an organization's health. This document provides a framework for Departments to support parity in professional development and includes expectations, guidelines, and recommended ranges of funding by staffing level.

Philosophy:

Professional development supports individuals and the organization by providing knowledge and skills, professional credentials, and networking opportunities. NASPA and ACPA developed Professional Competency Areas for Student Affairs Educators, and other professional organizations provide professional development opportunities specific to functional areas. As part of the 2019 Staff Climate Survey, 28% of respondents said they believed “investment in the professional development of staff” was a high priority for the institution. Staff members shared frustration with differential opportunities for professional development, both internal and external, based on supervisor philosophy/approval and available funds. As part of the strategic plan, the DSA is committed to investing in staff development and making funding for external professional development opportunities more equitable across the DSA.

Employee & Supervisor Expectations:

- Staff at all levels should have an opportunity to participate in professional development. Responsibility for the professional development of each person lies with the individual and their supervisor.
 - Employees should proactively discuss professional development goals with their supervisor including budgetary needs and how the time commitment might impact work responsibilities.
 - Supervisors should encourage at least an annual discussion with each employee regarding professional development. Supervisors should work with employees to identify opportunities that meet the goal(s) of the employee and the needs of the Department within the framework of available resources.
- Professional development can take place through Divisional, University or external offerings. Think beyond conferences and consider options that do not require travel. Institutes, symposia, webinars, or virtual options can provide networking opportunities and knowledge-based skill enhancement.
- Recognizing there may be some overlap, work assigned travel is not the same as travel for individual professional development. Work assigned travel is a non-optional directive from the Department to attend a meeting, workshop, conference, etc.
- Professional development funded by the Department should benefit both the Department and the staff member. Each Department should implement a process for staff to share knowledge and discuss take-aways from professional development to ensure the Departmental benefit is realized.



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Departmental Funding Expectations:

This section provides general guidelines for Departments pertaining to parity in professional development offerings. Departments should develop more specific expectations and guidelines for staff that fit within the parameters below.

Suggested funding levels are recommended ranges for Departments that may vary based on available funding and Departmental priorities. Departments should use these guidelines to perform a gap analysis. Gaps that exist between the guidelines and the Department's practices should be addressed by the Department in tandem with Divisional leadership. The following ranges of funding should be made available for professional development opportunities for staff:

| Staff Category | Funding Expectation |
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| OPS/Part-time Staff | Departments are not required to provide funding for external professional development opportunities. |
| Graduate Assistants | Funding should range from \$250-\$750, annually. |
| Entry-Level, Full-time Staff (USPS Positions – examples, administrative assistants, accounting specialists, custodial worker) | Departments are not required to provide funding for external professional development opportunities; however, departments are encouraged to allow staff to take advantage of training opportunities at FSU. |
| Entry-Level, Full-time Staff (A&P Positions – examples, program coordinators) | Funding should range from \$1000 - \$1500, annually. |
| Assistant Director-level or equivalent (mid-level managers) | Funding should range from \$1500-\$2500, annually. |
| Associate Director-level or equivalent (upper-level management) | Funding should range from \$2500-\$4000, annually. |
| Director-level or equivalent (Deans, Directors, Department- heads) | Funding should range from \$4000-\$6000, annually. |

Travel that is required as part of an employee's job duties (for example – traveling with a group of students) should not be considered part of the employee's professional development travel budget. Exceptions to these guidelines should be evaluated at the Director-level.