

Administrative Procedure – College of Agriculture and Natural Resources

Sub-unit: Maryland Cooperative Extension – Field Operations

Subject: Financial Support for Professional Development Activities

Effective Date: FY 2009

A. Purpose

Travel and professional development to enhance the extension educator's skills and understanding of his/her discipline are important and valued by Maryland Cooperative Extension.

B. Procedures

Assistant Director/Program Leader Financial Support

Each full-time, state-funded extension educator or extension regional specialist (i.e., tenure-track or tenured extension educator or regional specialist, or a Faculty Extension Assistant) will have the opportunity to request approval **for up to \$500 per fiscal year** for professional development training of his/her choice, from their assistant director/program leader, with the following guidelines:

- The extension educator or extension regional specialist must be a full-time employee.
- The extension educator or extension regional specialist must be state funded (this support does not extend to extension educators or specialists funded through grants or contracts, or through county/city funds, exclusively).
- The extension educator or extension regional specialist may request up to \$500 per fiscal year in professional development support for any combination of in-state and/or out-of-state professional development activities, including state and/or national professional association meetings.
- The financial support for these approved professional development activities will come from the Assistant Director's or Program Leader's budget, if available.
- The extension educator or extension regional specialist must submit a request for professional development funds to the appropriate Assistant Director or Program Leader, in writing, at least 30 days prior to the professional development activity.
- Once the extension educator or extension regional specialist has received approval and the FRS account number from the appropriate Assistant Director or Program Leader, he/she must complete and submit a Travel Approval Request (TAR), indicating the dollar amount, FRS account number and source of travel support, prior to the professional development activity.

- Upon completion of the professional development activity, the extension educator or extension regional specialist must submit travel expenses and receipts using the Travel Expense Statement. Approved funds will be distributed as an expense reimbursement.
- Financial support for professional development activities is subject to change, based on the Assistant Director's or Program Leader's fiscal year budget.
- Failure to comply with these procedures will result in the extension educator or extension regional specialist being unable to receive this financial support for professional development activities.

Grants or Local Financial Support

- If an extension educator or extension regional specialist has sufficient travel funds in his/her county/city/regional travel account and his/her county/city extension director (CED) or RED, in the case of CEDs or regional specialists, approves the use of such funds, the faculty member may expend those funds. It will be the responsibility of the CED to distribute county/city professional development funds fairly and equitably to members in their unit.
- The use of any Extension Advisory Council (EAC) or Extension Advisory Board (EAB) funds must be linked to the purpose for which those funds were generated and must have EAC/EAB, CED and RED approval, prior to the activity. Use of funds from the EAC/EAB for professional development must be part of the approved annual budget.
- Failure to comply with these procedures will result in the extension educator or extension regional specialist being unable to receive this financial support for professional development activities.

C. Contact

- Agriculture and Natural Resources Faculty should contact Dr. Bob Tjaden or current Assistant Director, Agriculture and Natural Resources Programs
- Family and Consumer Sciences Faculty should contact Dr. Bonnie Braun or current Assistant Director, Family and Consumer Sciences Programs
- 4-H Youth Development Faculty should contact Kendra Wells or current Assistant Director, 4-H Youth Development Programs
- Sea Grant Extension Faculty should contact Dr. Doug Lipton or current Assistant Director, Sea Grant Extension Programs