



TITLE:	MICHHR Career and Professional Development Program	Guidance Number:	MICHHR-OPS-OFC06
		Version:	1.0
Approve Date:	March 5, 2018	Effective Date:	March 5, 2018
Review Date:	June 2, 2023	Revision Date:	June 2, 2023

Purpose: This guidance outlines the process for career and professional development at MICHHR. MICHHR believes that continuing professional development is important and creates opportunities for our team to receive relevant training, information, skills, and knowledge to remain competent throughout their career.

Scope: The purpose of this guideline is to outline eligibility, provide a standard set of criteria, and practice for the use of professional development funds for MICHHR staff.

Guidance:

To support career and professional development, MICHHR will provide staff with funds to cover the cost of taking a course or training that allows them to expand on their skills. Prior to the start of each grant year, MICHHR employees will receive a notification of the dollar amount of the funds for the year. Funds must be used within the grant year, March 1 – Feb 28. Unused funds will not roll over to the next year. Regular Employees with an appointment of at least a 0.5 FTE are eligible for this program.

Approval is required prior to using career and professional funds. Employees should complete the MICHHR Conference or Professional Development Request Form and submit to their Program Director for approval. After receiving the approval, the employee can register for the conference or professional development session. Upon completion of the conference or professional development session, staff are expected to report on their attendance and the key takeaways via team meetings, staff spotlights, All-Staff meetings, or other identified avenues to share their experiences.

All staff members traveling outside of the University of Michigan environment are responsible for reviewing and following the [SPG Travel and Business Hosting Expense for Concur Use](#). University of Michigan reserves the right to suspend all travel and funding activities at its discretion.

It is also encouraged that employees, in addition to making use of the designated professional development funds described above, use existing tools that are offered free of charge to further expand their professional development, some are listed below:

- [LinkedIn Learning](#) is an on-demand learning solution designed to help you gain new skills and advance your career. LinkedIn Learning is available at no cost to all active faculty, staff (including temporary employees) and students at the University of Michigan.
- [Organizational Learning](#) is the university's central department for professional, career and leadership development. We promote campus culture change initiatives, lifelong learning resources and opportunities for U-M faculty and staff.

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Please note that the cost for new or renewed memberships or certifications that is required for an employee to do their work are to be approved by the employee's Program Director. If approved, these costs should be covered by their program's budget and not requested through this mechanism.

The MICHR Career and Professional Development Program funds should not be used to cover any type of M-Healthy fitness classes or for tuition support. For tuition support please refer to the Standard Practice Guide [Tuition Support program \(SPG 201.69\)](#). In addition, these funds are not authorized to be used for any type of special software – such requests should go to an employee's Program Director.

References:

SPG 201.60 Career and Professional Development Programs <http://www.spg.umich.edu/policy/201.60>

SPF 201.69 Tuition Support Program <http://www.spg.umich.edu/policy/201.69>

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CONFERENCE ATTENDANCE & PROFESSIONAL DEVELOPMENT REQUEST FORM

MICHHR staff that would like to attend a conference or professional development event must complete this form. Upon completion of the conference or professional development session, staff are expected to report on their attendance and the key takeaways via team meetings, staff spotlights, All-Staff meetings, or other identified avenues to share their experiences.

Name: _____

Request to attend: Conference ☐ Professional Development ☐

Date of Request: ____/____/____ Event location: _____

Name of event: _____

Event Date(s): _____ Registration Fee: _____

1. Event Overview/Purpose (attach agenda):
2. How will attendance to this event impact your current role?
3. Please share other anticipated costs (such as hotel, airfare, etc.)

Approval

Manager Name

Signature

After approval, please return this form and event agenda to your programs administrative support person to assist you with required fees.

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