



2800 Victory Boulevard
Staten Island, NY 10314
T 718.982.2379 • F 718.982.2377
www.csi.cuny.edu

Office of Human Resources

CSI Professional Development Fund

Description:

The Professional Development Fund established by the College of Staten Island in the 2011/2012 fiscal year is available to Tax-Levy CSI staff who are full-time in the HEO series, Non-Teaching titles covered by the PSC, Classified Managerial & White & Blue Collar Classified titles who are interested in attending external conferences and/or professional development training. The amount of money allocated to the fund will vary from year to year based on a July – June fiscal year. The funds are distributed on a first come first serve basis with preference given to first time requests.

Eligibility:

All full-time Tax-Levy staff in HEO, Non-Instructional, Classified Managerial & Classified titles employed with CSI for at least 6 months are eligible to apply for professional development funds.

Additional Documents:

Training Request Form
Estimate of Expenses – (plus supporting documentation, i.e., receipts)

Instructions:

Applications may be made at any time. **Prior approval is required; submissions indicating conference or training has already occurred will not be considered.** The Professional Development Committee, which considers applications, will meet once a month or as necessary. Applications are to be submitted to the employee's supervisor, or department head who will approve or deny the application. If approved the supervisor or department head will forward the application to the Provost or the appropriate Vice President for signature. After approval by the Provost /VP the application is forwarded to the Director of Human Resources who will bring the request to the Professional Development Fund Committee for review. Decisions made by the committee are final. If the request is denied at the supervisor /department head level, the employee may appeal to the Provost or appropriate Vice President.



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What is Reimbursable:

Acceptable activities are those that enhance professional development and are related to the individual's position at CSI. Expenses for attending professional conferences, including travel and registration within the five boroughs (local travel) are covered. Expenses for attending out-of-town or overnight professional conferences may include reimbursement for registration, transportation, lodging and meals (up to \$25 per day).

How to Claim Expenses:

Complete the Professional Development Expense sheet, attach all applicable receipts and forward to the Director of Human Resources who will bring the request to the Professional Development Fund Committee. The Fund will grant a maximum of \$1000 per person per fiscal year which will cover the cost of conference registration, transportation and if applicable up to \$25 per day for meals (out-of-town travel only).