

Policy Title: Professional Development Fund Guidelines**Policy ID:** TBD**Status:** FINAL**Original Policy Date:** August 25, 2022**Last Revised:** N/A**Oversight Executive:** Associate Dean for Academic and Faculty Affairs and Associate Dean for Administration**Applies To:** All UVA School of Data Science faculty and staff**Publicize Policy?** Yes**Reason for Guidelines**

The School of Data Science (SDS) is committed to investing in its employees to foster a culture of continuous engagement and learning. As members of the SDS community, employees are expected to use University funds responsibly. All decisions regarding expenses for professional development purposes should reflect good stewardship of SDS funds to enable the community to grow together.

Guidelines Statement

- Establish a set of guidelines for use by all SDS employees for use of SDS professional development funds.
- Highlight [HRM-023: Career Development for University Staff Employees](#) and the [Faculty Development Office](#) that outline opportunities, ideas, and resources for employees and managers related to professional development.
- Align with the use of the central [UVA Benefit Program](#) for all eligible employees.

Business Process

The guidelines below offer information on utilizing SDS professional development funds.

SDS professional development funds are available to all SDS faculty and staff. For FY23, this provides \$3,000/year for faculty and \$2,000/year for staff in the school. For those that work less than 100% with the school, annual professional development funds follow the percentage of the position. The amount is set annually for faculty and staff. This annual amount is available at the beginning of the fiscal year. Due to cutoff dates for the end of the fiscal year, all expenses for the current fiscal year must be submitted by June 10. After June 10, expenses will hit against funds for the new fiscal year.

All employees that have had one year of service in a benefits-eligible position at UVA are eligible for the [UVA Education Benefit](#). This benefit allows up to \$5,250 to use for tuition and/or professional development. Up to \$2,000 of this may be used for professional development, including classes, certification training, and conferences. Amounts and eligibility are subject to change, so review the [UVA Education Benefit](#) page for the most up to date information, including the required documentation for funding.

If an SDS employee is eligible for the UVA Education Benefit and is not utilizing those funds for another purpose (for example, the employee may be using the full amount to fund tuition for a degree program, or certification) they are expected to use the central benefit for all eligible expenses BEFORE utilizing the SDS benefit.

Note that the UVA Education Benefit is eligible for job-related conference registration, job-related courses which earn Continuous Education Units, or for-credit courses working towards a degree or certificate program from an accredited institution. The benefit is NOT eligible for travel, lodging, or food. The SDS professional development fund IS eligible to cover travel and related expenses. Note that to avoid paying taxes on education benefit funds you should declare the expenses as education expenses when you submit your taxes.

The SDS encourages fiscal responsibility by reserving early and taking advantage of early discounts or waivers for professional development activities that you know you will be attending. The charges for each year hit during the fiscal year of the date of return from the trip, or completion of the program. For example, if you are attending a conference in October, but you want to purchase the registration in March to get early bird pricing, this will hit against your professional development in October.

To request education benefits from the central UVA benefit in Workday, use the [Request Education Benefits Job Aid](#) for detailed instructions.

To request reimbursement or booking using your SDS professional development funds:

- For faculty non-grant use, provide information and documentation to the Academic Administrative Assistant for processing and copy the Associate Dean for Academic and Faculty Affairs. Note which expenditures are to be charged to your professional development funds, and where any remaining expenditures should be charged, if applicable.
- For faculty wishing to combine professional development funding with grant-related expenses, copy the Research Administrative Coordinator in addition to the above to ensure alignment with allowable grant-related expense.
- For staff reimbursements, follow the directions (found in [SDS Central](#)) for [Creating an Expense Report](#) and use Worktags (list also found In SDS Central) for professional development for the fiscal year in which the expenses are incurred, being sure to include your name as the “Assignee” worktag.
- For staff booking using a purchasing card, finalize plans and provide information and documentation to the Fiscal Administrative Assistant for processing.

All SDS employees are responsible for keeping track of their own professional development expenses. If you have a question about available funds, the admin responsible for processing can run a report to check for eligible funds. Reports will also be sent quarterly. If professional development funds are not available or if a professional development fund is overspent, you will be required to provide a funding source for the difference.

Next Scheduled Review: Summer 2024

Approved by, Date: Approved by SDS Dean, August 2022

Supersedes (previous policy date): N/A