

2009/2010 Professional Development Activities Funding and Release Time Table

Source	Eligibility	Amount	Release Time Approver	Final Approver of Funds	COMMENTS
Librarians Professional Development Fund	Librarians	\$1,120	Supervisor and Department Head if different than Supervisor	Financial Manager, to confirm sufficient funds	Unused funds do not increase the amount per year for the following year. See Librarians' Professional Development Fund Policies for more information.
Staff Professional Development Fund	Staff	Up to \$640 per fiscal year, except for staff attending library school – up to \$960, and staff department heads – up to \$1,120		Financial Manager, to confirm sufficient funds	Available for position-related and career-related activities. See Guidelines for Allocating Staff Development Funds for more information.
Systemwide Activities Fund	Employees appointed to systemwide committees and assignments	NOT FUNDED. Exceptions will be approved by divisional AUL.		AUL/AS	Employees are encouraged to use teleconferencing when available.
Divisional Professional Activities Funds	All employees	NOT FUNDED. Exceptions will be approved by divisional AUL.		Divisional AUL	No discretionary travel will be approved.
LAUC Systemwide Activities Fund (OP)	Determined by LAUC	Determined by OP		None necessary	UCI Libraries Business Office submits travel voucher to OP for reimbursement.
Technology Training Fund	All employees	Determined by the Director of IT		Director of IT (<\$200); AUL Administrative Services (>\$200)	Should be position-related training that is required to perform currently assigned duties. (For training that is career-related, use the Professional Development Fund.)
Executive Council Activities	Executive Council	NOT FUNDED. Exceptions will be approved by UL.		UL	Exceptions will only be made for high priority position-related activities.