

Staff Professional Development Funds Request Directions

Congratulations on taking advantage of DUSON's Staff Professional Development Funds to further your career advancement! All you need to do to start the process is click on the link below that corresponds to your department

[Staff Professional Development Funds-Finance & Administration](#)

[Staff Professional Development Funds- Academic Affairs](#)

[Staff Professional Development Funds- Research](#)

This will take you to a Qualtrics Survey and will send a request to the appropriate Administrative Assistant to initiate the process. Within 2 business days you will receive an email for an Adobe Sign request. The link in that email will take you to the Staff Professional Development Funds Request Form. Fill out all the fields you are assigned and click submit. This will automatically send the request to your supervisor for their approval. Once your supervisor signs, the form will automatically route to its final stop for the Vice Dean to approve.

Once the final approval is signed, you will receive a copy of the approved form for your records, allowing you to go ahead and register for your class, workshop, conference, etc. Please reach out to the Administrative Assistant for your department with any questions.