

**Willamette University**  
**Professional Development Committee**  
**Funding Request Form**  
**2005-2006**

*This form, along with the required attachments, must be presented to the Professional Development Committee when making a request for funding.*

<b>Funding Process</b>
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1. The criteria for determining funding eligibility is specified in the PDC Mission Statement (see reverse).  
Proposals will be examined to ensure that they specifically meet the following standards:
  - a. Employee development opportunities shall be broad-based and open to all WU employees. PDC funds are not intended for certifications, licensing, and departmental-specific or individual trainings.
  - b. Employee development opportunities require an effective means for delivery, ensuring availability to a maximum number of employees.
  - c. Employee development opportunities should be easily presented (set up, break down, and organization) and cost effective.
2. Submit funding request and all attachments (below) to the PDC, c/o Tori Ruiz – Office of Residence Life.
3. All funding requests will be reviewed for endorsement by the PDC in committee. Additionally, all funding requests will be subject to final approval by Jeff Eisenbarth, VP Financial Affairs.
4. Follow completion of the development opportunity, the sponsor will be required to provide a report to the PDC.

Describe your proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_  
(This person will be required to report at PDC meetings when requested by the committee.)  
Phone # \_\_\_\_\_ Email \_\_\_\_\_ Campus Mail location: \_\_\_\_\_

Sponsoring employee group/department/area submitting funding proposal: \_\_\_\_\_

How does this development opportunity meet the criteria specified in the PDC Mission Statement?  
\_\_\_\_\_  
\_\_\_\_\_

Is this proposal time sensitive? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_

***In addition to this form, please provide the following attachments:***

- A proposed action plan and timeline for delivery and for presentation of this development opportunity.
- A proposal and a breakdown of potential funding sources, including any campus office/department you plan to solicit.
- A detailed budget.
- A proposed assessment tool for participant evaluation of this development opportunity.

Questions? Contact Tori Ruiz x 6212  
*Not unto ourselves alone are we born.*

# Professional Development Committee

## Mission Statement

### I. Our Values

We value dedication to excellence, inclusivity, equity, social responsibility, collaborative partnership, service and life-long learning. These values are central to the planning, guiding, and evaluation of every decision we make.

### II. Our Vision

To develop a campus community where employees find career and life enhancing learning, service opportunities, and are empowered to achieve their full potential.

### III. Our Mission

To provide development opportunities for Willamette employees, in order to nurture vital skills that promote and enhance professionalism, foster communication and human understanding, and contribute to the betterment of our community.

### IV. In Support of the Mission

We endeavor to facilitate the development of relevant content, strategies, and institutional support necessary for the preparation and career-long nurturing of the campus community.

We do this by:

1. Identifying and cultivating diverse professional development opportunities for our campus community, including Professional Development Day and associated initiatives.
2. Fostering a professional development environment that maximizes quality, efficiency, improvement in service, and that supports the University Mission.
3. Promoting collaborative staff development opportunities using the following criteria:
  - a. Employee development opportunities shall be broad-based and open to all WU employees. PDC funds are not intended for certifications, licensing, and departmental-specific or individual trainings.
  - b. Employee development opportunities require an effective means for delivery, ensuring program availability to a maximum number of employees.
  - c. Employee development opportunities should be easily presented (set up, break down, and organization) and cost effective.
  - d. Employee development opportunities should improve employee morale.