



College of Business
Lucas Graduate School of Business

PROFESSIONAL DEVELOPMENT GRANT

August 2010

Professional Development Grant (PDG) offered by the College of Business and Lucas Graduate School of Business provides supplementary funds to enhance professional growth for its state employees. It is expected that the grants are used in accordance with guidelines that are set forth in each fiscal year.

The current PDG base amount is \$500.

ELIGIBILITY

- All tenured and tenure track faculty, including those who are on FERP, PRTB, sabbatical, or DIP are eligible for a PDG, per time-base
- All lecturers are eligible for a PDG per the Fall semester contracts (*Statement of Terms and Conditions of Employment*, and *Special Session Instruction Appointment*), excluding Winter and Summer.
- Faculty on LWOP or medical leave are not eligible
- All staff are eligible for a PDG per time-base

CONDITIONS

- PDG is made available on July 1 of each year, subject to budget availability
- PDG cannot be carried over from one year to the next, and cannot be encumbered at year-end
- PDG is not transferable from one individual to the another

STANDARD PROHIBITED EXPENSES

PDG cannot be used for the following types of transactions. No exceptions will be granted.

1. Cameras / Camcorders
2. Commodities / Services from foreign suppliers / contractors
3. DVD and Blu-Ray Players
4. Expenses for fee waiver *career development program* courses
5. Home DSL Service
6. iPad
7. Items for personal use
8. Items to build/configure computers

9. MP3 Players
10. Phones (wired / wireless / campus phone / campus phone upgrades)
11. Postages, including USPS, Fedex, UPS (Please utilize on-campus mailing service)
12. Tuition

APPROVAL PROCESS

Departments: All PDG expense requests are to be submitted to Department chairs for approval* before forwarding to department staff for processing.

LGSB and Other Offices: All PDG expense request are to be submitted to Associate Dean, Undergraduate Programs, or Associate Dean, Graduate Programs, for approval.

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