



As staff and faculty employed by an institution of higher learning and charged with responsibility for the (1) co-curricular learning and development of our students, (2) the provision of quality student services and support, and (3) promotion of an inclusive and socially just campus climate, it is essential that we subscribe to a philosophy of lifelong learning, so as to achieve and sustain excellence in our programs, policies, procedures, facilities, and functions, as well as adapting to emerging and changing contexts and “best practices” informing the student affairs and enrollment management professions.

Travel to meetings, conferences and similar events can be one aspect of promoting lifelong learning, although it is certainly not the only venue for professional development. If granted, such travel should be regarded as part of a broader, ongoing plan for each individual’s professional development; such plans should always be collaboratively determined by both the employee and the unit manager/director. Further, informed by intent to be responsible stewards of our fiscal resources, we have established the following guiding principles when reviewing requests for professional development travel - regardless of the funding source. It should be noted that these standards do not constitute a commitment to provide funding support; rather, they guide the use of available funds.

1. Professional development is ultimately the personal responsibility of the individual faculty/staff member; however, SF State Student Affairs & Enrollment Management also realizes tangible gains and improvements in effectiveness and efficiency by supporting the professional development of team members.
2. Investment of fiscal and time resources to support professional development travel should primarily benefit the institution and lead to positive impacts for students, student services, and student support, although individual employees will also receive personal benefits.
3. As funds allow and regardless of the funding source, priority to support or subsidize the costs of registration fees, airfare, hotel, ground transportation, subsistence, etc. for off-site travel will be as follows:
 - a. Training, education, or development that is required for an employee to perform his/her primary job duties as a result of changes in external requirements, legislative mandates, etc., including but not limited to maintaining certifications and meeting professional standards.
 - b. Meetings sponsored by the CSU System to ensure quality and/or continuity of program or service provision.
 - c. Meetings/conferences at which an employee will be giving a presentation on a topic/issue that is directly related to his/her primary job duties and where representation by SF State at that meeting/conference will benefit the campus; *employees should seek the prior approval and support from the unit manager/director prior to submitting a proposal.*
 - d. Meetings/conferences/symposia at which an employee will be providing substantive professional service, e.g., serving as an elected association officer or member of a task force, and where representation by SF State in that capacity will benefit the campus or the CSU System; *employees should seek the prior approval and support from the unit manager/director prior to accepting an invitation to serve on such committees, task forces, boards, work groups, etc.*

- e. Participation in the off-site event will result in increased knowledge, skills or capacity to perform additional or new duties which will benefit the unit, SAEM or the campus.
4. Release time from work to pursue off-site professional development activities should also be regarded as an institutional investment in the learning and growth of our employees; even if University funds will not be used to support travel costs, employees may pursue such opportunities without billing leave, with prior approval of the supervisor.

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