

5.008 Professional Development Request Procedures

Procedures

1. The employee should review all professional development options on the [Individual Professional Development Request Form \(IPDR\)](#) and identify needs for professional development. Once the needs are identified, the employee should then proceed to the next step.
2. The employee should write and complete the [Individual Professional Development Request Form \(IPDR\)](#):
 - Describe important content or skill to learn.
 - Explain reason for selecting a particular professional development option over others.
 - State how this professional development request supports Clerc Center or unit priorities
 - Identify how content will be shared with the department/unit, school, or with the Clerc Center.
 - Attach supporting documentation to the request, such as a conference workshop brochure or material advertisement.
3. The employee schedules a meeting with the supervisor to discuss the request and obtain preliminary approval to proceed.
Note: Steps 3, 4 and 5 must be completed before submitting a presentation proposal, accepting any requests to present, or registering for a conference or event.
4. If the supervisor grants approval in step 3, the employee should submit the IPDR form and documentation to their unit Director or Principal as early as possible, but no later than four weeks in advance of the date of the activity or event
5. After step 4 is completed, a decision will be made as soon as possible.
6. After a request is approved in step 5, the employee's supervisor and unit/school administrative personnel should work with the employee to make any necessary arrangements or to complete any logistics related to the requests. (***see note below if your request is related to giving presentations**).
 - If employee's approved request involves attending a conference, the employee should review the conference program with their supervisor to identify sessions to attend.

- Employees must follow all Gallaudet University travel policies and procedures. – A&O Manual, [2.05 Travel](#)
7. The employee should keep all documents and receipts and follow Clerc Center procedures for filing travel or other reimbursement forms within three working days after returning.
 8. The employee should complete a knowledge sharing activity no later than two weeks after the completion of professional development activity. He/She should ask their supervisor to document it on the employee's IPDR form.

***Note about presentation requests:**

Employees who wish to make a presentation should complete the [Presentation Approval Form](#) for presentations. The request will be considered based on the needs and priorities of the unit or school, the presenters' expertise and experience, the presenter's current work responsibilities, performance, and the relevance of the content to priorities of the Clerc Center. After the request has been approved by the Director/Principal, the Director/Principal will forward the presenter's request to the Director, Products, Training, and Dissemination for further consideration. After it has been approved, the presenter will be expected to comply with all training procedures including a review of the presentation content and at least two dry-run practice sessions.