



University Libraries Professional Development Guidelines

With the assistance of the Associate Library Directors, the Dean's Office has developed the following guidelines in support of professional development for all Library Staff and Faculty. The Stony Brook University Library is committed to the continuing development and success of all its members.

A. Conference Travel

For Library Faculty: Once this approval has been given, academic staff members may attend professional meetings and receive up to \$600 per fiscal year (July 1-June 30) for expenses including reimbursement of registration fees, travel costs and subsistence (rooms, meals, etc.).

Faculty who are serving as an officer, chairing a committee or who are presenting may be allowed funding up to \$800 per fiscal year.

For international travel, faculty who are serving as an officer, chairing a committee or who are presenting may be allowed funding up to \$1,200 per fiscal year.

Untenured library faculty: In order to encourage and support professional development in untenured librarians during their first year at SBU, funding up to \$1,000 will be made available for all untenured library faculty to attend professional meetings, develop networks and join committees.

Non-Faculty staff: Once this approval has been given, nonacademic staff members may attend professional meetings and receive \$400 per year reimbursement for expenses including registration fees, travel costs and subsistence (rooms, meals, etc.). Funding for conference travel is provided based upon the availability of resources in the staff member's department and the value of the professional development opportunity to the individual and the unit.

B. Administrative Travel. For Library Faculty and Professional Staff. This category denotes travel that is required by a regular job assignment or special assignment representing the Library. This category is fully funded and requires the approval of the Dean.

C. Workshop/Training Travel. For Faculty and Professional Staff. This category denotes travel to a program that is determined to be necessary to provide training or to update skills required to perform one's job more effectively. Examples might include sessions on new technological developments, supervisory/management skills, self-improvement skills, computer skills, etc. This category receives \$400 per year reimbursement for expenses including registration fees webinars, travel costs and subsistence (rooms, meals, etc.).

Deadlines: Requests should be submitted as early as possible. Deadline for activities supported prior to June 30th must be submitted by March 15th. All requests are subject to funding availability.

Your Associate Directors will work closely with you to identify and assist you in planning your professional development activities. All requests must be approved by the Associate Library Director of each library unit. Also consider applying for grants such as UUP professional development grant to supplement your professional development support.