

**PROFESSIONAL DEVELOPMENT PLAN  
(NON-CLASSIFIED EMPLOYEES)**



|   |                            |             |
|---|----------------------------|-------------|
| Name  |                            | Employee ID |
| Title                                       | Department                 |             |
| Educational Degree Program to be completed: |                            |             |
| Estimated Begin Date:                       | Estimated Completion Date: |             |

**Statement of Educational Purpose**

Please describe your educational and career goals, relating how your current educational program will enhance your job performance, understanding and/or skills.

*I attest that this is my first degree in this classification and also understand the payment of an educational bonus is subject to availability of funds by the institution. I have read and acknowledge the Non-Classified Professional Development policy.*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ADMINISTRATIVE APPROVALS**

**To Be Completed by Department Head:**

Please relate how this performance development plan will enhance the employee's current job performance, understanding and/or skills.

I  Support  Do Not Support this Professional Development Plan and attest that the degree is relevant to the employee's current position.

|                 |      |
|-----------------|------|
| Department Head | Date |
|-----------------|------|

I  Support  Do Not Support this Professional Development Plan.

|                 |      |
|-----------------|------|
| Vice Chancellor | Date |
|-----------------|------|

|                             |  |   |
|-----------------------------|--|---|
| <b>For HR Use Only</b>      |  |   |
| <u>Approval Processing:</u> | Non-Classified Status Confirmed:<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Application Approved:<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Current Salary:             | Award Amount:  |   |
| Line Item Max:              | Current Salary + Award:  |   |

|                                  |
|----------------------------------|
| Assistant VC for Human Resources |
|----------------------------------|

|  |  |
|--|--|
| <u>Payment Processing:</u>                     | Payment Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Assistant VC for Human Resources               |  |
| Vice Chancellor for Finance and Administration |  |

I attest that the degree sought is not a special requirement or minimum qualification for the classification by the official class specification. I further attest that there is no record that the employee previously obtained the same classification of degree prior to or while an employee of ASU, nor have they been awarded a bonus for the same degree classification.

|                                |      |
|--------------------------------|------|
| Human Resources Representative | Date |
|--------------------------------|------|