

## ***Employee Educational Achievement Program Proposal***

Employees should complete this proposal and have it approved prior to beginning any educational program. Consult the *Personnel and Policy Manual* concerning requests for salary adjustments and requirements for reimbursement of expenses.

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

**Department:** \_\_\_\_\_ **Telephone extension:** \_\_\_\_\_

**Proposed educational program.** [Provide a clear statement of what you propose to do and the professional gain you expect from this achievement.]

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**Specifics of proposal.** [For example, what courses/workshops/projects? Where will these be held?] Please attach all relevant literature.

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**Estimated timeframe for project completion:** \_\_\_\_\_

Approval	Approved for release time/financial support, <i>if funds are available</i>	Approved for 5% salary increment upon completion. Increase effective July 1 of the subsequent year, <i>if funds are available</i>	Date
Dean/Supervisor – Signature	_____	_____	_____
Vice President – Signature	_____	_____	_____
President – Signature	_____	_____	_____