

## Personnel Development

The department supports staff development courses on a case-by-case basis. Requests are to be submitted to their direct supervisor with the following:

1. Description of course(s)
2. Cost of course(s)
3. Description of how the course(s) will positively impact the individual's development and contribution to the Department and UCSF

Note: Reimbursement is issued upon submitting appropriate back-up documentation and evidence of successful completion of the courses.

### Supervisors:

- Please review the request and discuss with the Associate Chair of Administration and Finance for final approval
- At the completion of the course, discuss with the individual how their taking of the course benefited their development professionally and how it impacts their role within the Department and UCSF