

## 2022 William M. Downs Professional Development Award

The William M. Downs Professional Development Award will be granted to SHRA employee(s) within the College who are actively pursuing career advancement within their field. The William M. Downs Professional Development Award will provide up to \$1200 of funding per fiscal year for College staff professional development. More than one employee can be selected, as long as the total awards given do not exceed the total amount of funding. Examples can include conferences, training sessions or programs that will enhance the employee's skill set. Applications for this award will be reviewed for relevance to job duties within the College. Funding can be used for travel expenses, registration fees, and other applicable fees associated with the professional development proposal.

### Requirements for William M. Downs Professional Development Award

- Nominees must be a SHRA (administrative, technical full or part time) employee within the College
- Nominees must have been employed by the University for at least one continuous year.
- Nominees must submit a minimum of one (1) endorsement/recommendation letter. Additional recommendation letters are welcomed but not required.
- Recipients of the William M. Downs Professional Development Award (*or the formerly named THCAS Staff Development Award*) from the previous two years will not be eligible to receive the award.
- Staff members participating with the award decisions will be ineligible to receive this award.

### Nomination Process for William M. Downs Professional Development Award

- Self-nominations will be accepted
- Nominations will be submitted via Qualtrics
- Nominees are expected to provide a detailed list of funding needs including amounts.
- Recommendation letters should be emailed to: [crenshawt@ecu.edu](mailto:crenshawt@ecu.edu)
- The grant can be used throughout the academic year: Summer 2022, Fall 2022, or Spring 2023
- Nomination deadline: **March 28, 2022**

### Recognition

- The recipient will also be recognized at the THCAS Convocation in August.