

# Career Development Fund

*For Non-Exempt Employees of The University of Tennessee at Chattanooga*

The Career Development Fund was established and is maintained by the gifts and donations of UTC employees through the University's Annual Giving Program. The continuation of the fund depends upon the support of UTC employees. **If you would like to contribute to the Career Development Fund, please contact the Office of Human Resources at 425-4221.**

## **To Employees of the University of Tennessee at Chattanooga**

You have the opportunity to participate in a special Career Development Fund program supported by annual gifts from UTC employees. The purpose of the fund is to provide non-exempt staff of the University the opportunity to participate in job and career-related development activities. Monies from the fund are expended to provide total or partial support for employee participation in approved on or off campus activities.

Employees are encouraged to apply to the fund for assistance when they believe participation in a program or activity will contribute to their professional growth. The Career Development Fund Committee consisting of UTC employees appointed by the Chancellor, reviews requests and approves funding for those activities which fall within the guidelines printed below.

For further information, call the Office of Human Resources at 425-4221 or your Employee Relations Committee representative.

Please see guidelines on page 2, application on page 3, and explanation of mutual benefits on page 4.



# Application

I request that my participation in the following program be supported in part \_\_\_\_\_ or in total \_\_\_\_\_ (check one) by the Career Development Fund.

Program \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Cost \_\_\_\_\_

Please explain briefly how such participation in this program or activity will be beneficial to you and to the University on the space provided on page 3 of this application.

If I am using University time or resources, I understand that this application will be reviewed by the Career Development Fund Committee only after it has been approved by the department head. I further understand that my department head will be notified of the activity funded by the Career Development Fund.

\_\_\_\_\_  
Applicant Name and Department

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Department Head Signature and Date

## **Explanation of Mutual Benefits**

*The University of Tennessee at Chattanooga is an equal employment opportunity/affirmative action/Title IX/Section 504/ADA institution. E040148-001-96.*

**Please mail this application along with program description to:**

Nancy Owens  
Office of Human Resources  
Department 3603, 207 Race Hall