



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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SUBJECT

**TRAINING**

SUB-TOPIC  
**OUT-OF-AGENCY STAFF DEVELOPMENT PROGRAM**

DEFINITION

This program is designed to provide training through workshops, seminars, training sessions, institutes, extension courses, college or university courses, or other special activities offered either within or outside the UTD framework. These activities should be concentrated, precise, short term, and designed to improve an employee's professional and technical knowledge in the performance of present or prospective duties and responsibilities. Staff employees are eligible to participate and will be selected on the basis of University needs and funds available.

ELIGIBILITY

All UTD staff employees are eligible to participate in this program and may do so with the recommendation of the employee's department head and approval of the Vice President for Business Affairs, or his designee. The training must be related to the employee's current or prospective job assignment and will be conducted for the benefit of UTD as well as the employee.

EMPLOYEE OBLIGATION

The employee will be obligated to fulfill such terms and conditions as prescribed by the Vice President for Business Affairs, or his designee, which will be compatible with the nature and extent of the training.