



College of Human Sciences & Education
School of Leadership & Human Resource Development

SLHRD POLICY: FIN 3

Professional Organization Memberships

Initially Issued: August 8, 2025

Revised: August 8, 2025

I. Purpose

The purpose of this policy is to support faculty, staff, and doctoral students in maintaining active participation in professional organizations that align with the School's mission and values. When funding is available, the School will provide financial support for memberships in order to:

- Promote professional growth, scholarship, and engagement within the academic and practitioner communities.
- Strengthen the School's visibility and reputation through active involvement in professional associations.
- Encourage connections that enhance teaching, research, service, and career development opportunities.

II. Faculty & Staff Memberships

This category applies to all tenured faculty, tenure-track faculty, professional practice faculty, and instructors, as well as full-time staff members employed by the School.

- The School will fund annual membership dues to professional organizations that support faculty and staff professional growth, scholarship, and engagement.
- Funding will be provided up to \$500 per membership, per individual, per fiscal year.
- Memberships should be aligned with the individual's teaching, research, service, or professional responsibilities within the School.

III. Doctoral Student Memberships

This category applies to all doctoral students enrolled in the School's programs.

- Doctoral students may request reimbursement for annual membership dues to professional organizations that directly support their scholarly and professional development.
- The School will fund memberships up to \$500 for one membership, per individual, per fiscal year.
- Prior approval from the Program Director is required before purchasing any membership.
 - Failure to obtain prior approval will result in the request being denied and the student will not be reimbursed.
- Requests should include a clear justification for how the membership supports the student's academic and professional goals.