

GOVERNORS STATE UNIVERSITY  
SCHOOL OF EXTENDED LEARNING

**S.E.E.D.S.**  
GSU EMPLOYEE  
PROFESSIONAL DEVELOPMENT

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## Overview:

Governors State University (GSU) is committed to the professional development of our employees. As part of our goals in the Strategy 2025 Plan, GSU is on a mission to “Create a learning environment where highly qualified and diversified faculty and staff are hired and retained.” Our vision steers us to “lead as a model of academic excellence, innovation, diversity, and responsible citizenship.” It is important that GSU’s employee talent development initiatives are supportive and in alignment with this vision.

The GSU Department of Human Resources (HR) believes professional development training and internal succession planning will help employees excel in their current role and prepare them for future opportunities at GSU. For this reason, a new initiative named the S.E.E.D.S. Program is designed to help support our employees’ development, through available training.

HR has partnered with the School of Extended Learning (SXL), to encourage employee development and growth. Having a broad variety of training opportunities, SXL specializes in developing training solutions that provide emerging workforce skills and support professional development. The pandemic has shown the importance of maintaining a resilient employee base that is capable of pivoting with shifting student, family, and workforce needs. SXL’s entrepreneurial mind-set and approach leverages both faculty and industry instructional expertise to quickly respond to current market realities with relevant training programs that meet workforce needs, as identified by local Workforce Investment Boards. The success of the SXL program offering is evidenced by the fact that SXL professional development revenue has skyrocketed 41% in the last 2 years. GSU employees are now able to benefit from this dynamic and evolving training offering to ensure the best possible student learning experience as well as enhance the employment experience within our University.

## Benefit Policy

**Purpose:** The purpose of this policy is to provide professional development opportunities for Governors State University (GSU) status employees (including Administrative/Professional staff, Civil Service staff, and Faculty). GSU has developed an annual Professional Development Fund which will allow employees to enroll in continued education courses offered through GSU’s School of Extended Learning to encourage professional growth and/or a career path that is both beneficial to the employee, the department, and GSU.

Status employees will have the opportunity to utilize this funding for up to a dollar amount of \$2,500 per year and a limit of two (2) courses. Employees must meet the eligibility requirements and are required to obtain approval by applying to the Department of Human Resources (HR) using the provided form (page 4).

**Who is covered (Eligibility):**

- GSU Faculty who are permanent Full-time and Part-time (50% or more), in good standing
- GSU Administrative and Support staff that are status employees and are employed 50% or more with Governors State University, in good standing
- Employee must have satisfied their probationary period

**Program Core Values:**

**S.E.E.D.S.** **S**ecuring **E**xcellence through **E**mployee **D**evelopment and **S**upport

GSU Human Resources believes that talent is both innate and developed. The S.E.E.D.S. Program recognizes the following:

- Professional development creates a high-performance environment and is a path for employees to successfully achieve their career goals.
- Alignment of talent and goals is a partnership – Employee, Manager, and Human Resources
- Learning is an essential component of professional growth and development.
- Engagement in career planning for employees is critical to job satisfaction.

**Program Guidelines:**

- Annual funding will be available on a first come first serve basis until the funds are exhausted.
- A maximum dollar amount of \$2,500 per employee, per year is allowed
- A limit of up to two (2) courses per year will be granted (not to exceed the maximum dollar amount allowed)
- Participants must attend courses after their scheduled work hours.
- Courses must be work-related in supporting current job performance and/or career advancement
- GSU Funding will only cover the cost of the course. The employee will be responsible for any other costs such as exam fees, books, learning materials, etc.

## Procedure

In order to receive tuition funding, the employee must first meet the qualifications. Next, the employee will need to fully complete all sections of the SEEDS Program Tuition Application and obtain signature from their immediate supervisor. Supervisor's signature is required to ensure that he/she is aware of the employee's participation in the course. All applications must be submitted to HR to confirm eligibility and provide final approval to release funds. Once approved, the School of Extended Learning will register the employee for the course. Payment will be processed and approved by invoice to HR and will be paid through the Office of Financial Services & Comptroller. Questions regarding this policy or procedure should be directed to Department of Human Resources at [HR@govst.edu](mailto:HR@govst.edu) or 708-534-4100.

# S.E.E.D.S Program Tuition Application Sample

Applications are located on the GSU portal under HR / Employee Forms/  
Professional Development at <https://mygsu.govst.edu>



**Governors State**  
UNIVERSITY  
IN CHICAGO'S SOUTHLAND

S.E.E.D.S Program Tuition Application

**Employee Information:**

Employee Name:  Employee ID:

Department:

Type of Employee:  Civil Service  Faculty  Administrative/Professional

**Course Information:**

Requested Course Name:

Course Dates: Begin Date:  End Date:

Meeting Times / Online:

Cost of course:

Is this course related to your current position? YES \_\_\_ or NO \_\_\_ (if no, provide your reason)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Supervisor signature confirms awareness*

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Human Resources Use Only

Currently Active? YES \_\_\_ or NO \_\_\_      Status Employee? YES \_\_\_ or NO \_\_\_

Full-Time \_\_\_ or Part-Time \_\_\_      FTE%:       No. of Courses Taken Current Year:

Human Resources Approval (Signature): \_\_\_\_\_ Date: \_\_\_\_\_