

Staff Professional Development Fund Guidelines and Application Process

SUBJECT: Guidelines and Application Process

- I. **Purpose:** The Staff Professional Development Fund (SPDF) is to assist in providing staff with a resource to additional funding which would be intended to support the mission of the University and to provide opportunities to develop professionally. Emphasis should be placed on providing employees with opportunity to develop their professional and personal skills which will enable them to excel in the performance of their job and responsibilities on campus.
- II. **Definition:** Professional development refers to skills and knowledge attained for both personal development and career advancement including conferences and informal learning opportunities.
- III. **Committee structure:**
 - A. Purpose: The SPDF committee will administer the funds for this based on the application processed outlined in this document. The committee shall be represented by any benefit-eligible employee of the University who is not a faculty member. Committee members will serve two-year terms on a rotating basis.
 - B. Members of the committee will consist of the following:
 - i. Chair, Past-President of the Staff Association
 - ii. Staff Association President
 - iii. Two executive board members
 - iv. Three staff members as selected by the chair
- IV. **Eligibility for application:**
 - A. All benefit-eligible exempt (professional/executive) and non-exempt (classified) staff paid from an appropriated fund are qualified to apply for funding for activities which support professional development. These activities may include the following:
 - i. activities that promote professional growth, based on the mission of the University which may include but are not limited to:
 - ii. presentations at workshops, seminars or conferences;
 - iii. attending professional presentations/programs at the local, state or national level;
 - iv. publication of books, articles and papers related to your work area;
 - v. service in professional associations or organizations at the local, state or national level;
 - vi. providing programs or workshops for staff;
 - vii. presenting programs or workshops to civic organizations or groups;
 - viii. continuing education courses for maintenance of state licenses as a requirement for employment.
 - B. Acceptable funding requests: Applications for funding to support professional development may be submitted for the following types of expenditures:
 - i. Registration fees for on- or off-campus conferences/workshops/seminars;
 - ii. Travel expenses including airfare, mileage reimbursement, taxis/shuttles etc., parking, meals, and lodging and other associated business expenses.
- V. **Proposal guidelines:**
 - A. Application process:
 - i. Proposals must be completed on the form provided and submitted to the committee chair on or before 5:00 p.m. of the deadline in the period which they are applying.
 - ii. All applications will be reviewed by the SPDF Committee.

- iii. Each staff member is eligible to receive a maximum of \$750 total award every other fiscal year. There is no limit to the number of proposals that can be submitted per staff member, but this total award may not be exceeded in the applicable two-year period.
- iv. There must be strong endorsement from the department supervisor and 25% financial match from the department is required. Financial match beyond the 25% is evidence of stronger support and may help the application.
- v. In the case of multiple applicants attending the same conference, separate proposals must be submitted for each.
- vi. The award of funds is viewed as a contract between the staff member and the university. Any deviation from proposed use of funds requires committee approval.
- vii. **A one page report is due 30 days after the travel or end of the project or by June 30th of the current fiscal year, whichever comes first. This report should explain how the award benefited you, your department, and the institution. Applicants who do not complete this part of the process may not be considered for future awards.**
- viii. Retroactive applications will not be considered. Exceptions to the deadline will be considered on a case by case basis after proper documentation is received.
- ix. Incomplete proposals will not be considered.

B. Proposal requirements:

- i. Completed Application form submitted prior to deadline.
- ii. Department minimum 25% match noted.
- iii. Attach letters/emails of conference acceptance or registration.

C. Application deadlines:

- i. Applications for award of funds will be accepted for consideration on or before 5:00pm the following dates:
 - a. June 1 for activities that will be between July 1 and September 30.
 - b. September 1 for activities that will be between October 1 and December 31.
 - c. December 1 for activities that will be between January 1 and March 31.
 - d. March 1 for activities that will be between April 1 and June 30.

D. Approval procedures:

- i. The committee recommendations will be based on the following:
 - a. The contribution of the leave and how it will contribute to the staff members knowledge and how it will better the employees ability to perform their job and carryout responsibility;
 - b. The practicality of the proposal in relation to available resources;
 - c. The number of years the applicant has served in his/her role at the University;
 - d. Consider the impact/exposure of employee attending the event as a representative of Southern Utah University.
- ii. The committee will make the recommendation to approve, postpone, or reject any application. Each recommendation will include:
 - a. The reason for the decision, including appraisal of the request;
 - b. Why the decision is consistent with policy.

VI. **Allocation and disbursement of Funds:**

- A. Awards are dependent on availability, proper application and appropriate approval. Application is not a guarantee of funding.
- B. Disbursement: Upon approval, funds will be transferred to the recipient's appropriated departmental account.