

STAFF PROFESSIONAL DEVELOPMENT FUND

Guidelines and Application Process

- I. **Purpose:** The Staff Professional Development Fund (SPDF) is designed to provide staff with funding for personal and professional development directly related to their job responsibilities.
- II. **Applicant eligibility:** All benefit-eligible exempt (professional/executive) and non-exempt (classified) staff paid from an appropriated fund, who have completed one six-month probation period, may apply. One-year appointments are not eligible for funding.
- III. **Committee structure:**
 - A. The SPDF committee administers the SPDF and is composed of benefit-eligible (non-faculty) employees of Southern Utah University (the University).
 - B. The committee consists of:
 - i. Senior Board Member of Staff Association, Chair
 - ii. Jr. Board member of Staff Association
 - iii. Three to five staff members as selected by the chair
- IV. **Funding philosophy:**
 - A. The fund has been set up to support staff as they develop professionally in areas directly relating to their current employment responsibilities. The fund is not designed to be the sole source of funding but promotes professional development in the following areas:
 - i. Professional presentations and/or publication
 - ii. Conference attendance
 - iii. Service in professional associations or organizations
 - iv. Workshop and program development for University staff
 - v. Continuing education courses for maintenance of state licenses as required for employment
 - B. Acceptable fund uses:
 - i. Registration fees
 - ii. Licensure study materials
 - iii. Travel expenses associated with professional presentations or conference attendance
 - C. Unacceptable fund uses:
 - i. Expenses associated with activities that do not support the mission of the University
 - ii. Expenses that do not relate directly to current job responsibilities
 - iii. Expenses for a person that would qualify for funding from the Faculty Scholarly Support Fund
 - iv. Licensure testing fees and travel
- V. **Application guidelines:**
 - A. Application process:
 - i. Applications are downloaded at the Staff Association website. Multiple individuals attending the same event from the same department are considered a group and should complete group information on the application. Funding for a group may require further information and/or an interview
 - ii. Application is filled out and submitted by the applicant/group before 5:00 pm on the due date. Incomplete applications may not be considered. Late or retroactive applications will be considered on a case-by-case basis.
 - iii. Applications are reviewed by the SPDF Committee and all applicants are informed of the status of their application by the SPDF Committee Chair or designee.

- iv. Accepted applications are required to provide a one page report 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 the applicant, their department, and the institution. Applicants who do not complete this part of the process may not be considered for future awards.

B. Application requirements and restrictions:

- i. Completed application form must be submitted prior to deadline.
- ii. Department minimum 25% match and strong department endorsement noted. Financial match beyond the 25% is evidence of stronger support and may help the application.
- iii. Attach letters/emails of conference acceptance or registration.
- iv. 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.
- v. Retroactive applications will not be considered. Exceptions to the deadline will be considered on a case by case basis after proper documentation is received.
- vi. Eligible staff members may receive a maximum of \$1,000 from the fund every fiscal year. There is no limit to the number of proposals that can be submitted per staff member, but the total award(s) may not be exceed the maximum annual award allowed.

C. Application deadlines: Applications for award of funds will be accepted for consideration on or before 5:00 pm the following dates:

- i. First Tuesday of June *(for use Jul 1 to Sep 30)*
- ii. First Tuesday of September *(for use Oct 1 to Dec 31)*
- iii. First Tuesday of December *(for use Jan 1 to Mar 31)*
- iv. First Tuesday of March *(for use Apr 1 to Jun 30)*

D. Committee funding considerations and procedures

- i. Awards will be based on the following:
 - a. How the experience will contribute to the ability of the applicant to perform their job;
 - b. The practicality of the proposal in relation to available resources;
 - c. The applicability of the request to the staff member's role at the University;
 - d. The impact/exposure of employee attending the event as a representative of Southern Utah University.
 - e. Available funding.
- ii. The committee will make the recommendation to approve, postpone, or reject any application.

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 acceptance, funds will be transferred to the recipient's **appropriated** (E&G) departmental account.