

University Staff

Professional Development Fund

Guidelines & Procedures

OBJECTIVES

The objective of the University Staff Professional Development Fund (USPDF) Committee is to assist University Staff members meet the mission requirements of the University of Wisconsin-Parkside to foster a teaching and learning community that provides opportunities for collaborative staff interaction in support of excellence. The University Staff Professional Development Fund provides support for group or individual professional development of University Staff.

ELIGIBILITY

The employee must have one year of service at UW-Parkside and be a permanent University Staff employee.

PROFESSIONAL DEVELOPMENT FUND CATEGORIES

As defined by the University of Wisconsin-Parkside University Staff Professional Development Committee, University Staff professional development falls into three general categories:

1. Continuing education and updating of academic knowledge or skill
2. Technical training
3. Administrative management training

FORMS

The forms to be used in the process are:

1. USPDF Application Form
2. USPDF Estimated Budget Form
3. USPDF Evaluation Form

TIMEFRAME FOR PROCESSING REQUESTS

Applications received on or before the 5th of the month will be processed according to the timeframe below. Applications received between the 5th of the month and prior to the USPDF Committee monthly meeting may be included in the current month's review. Applications received after the monthly USPDF Committee meeting will be included in the next month's review. If no proposals are received, the USPDF may cancel that month's meeting.

Date: No Later Than	Action	Responsible:
5 th of the month	Completed Application to USPDF Committee Chair	Applicant
10 th of the month	USPDFC meets and reviews the applications	USPDFC
15 th of the month	USPDF Committee Chair provides written / email approval/ denials to applicants	Chair USPDFC
20 th of the month	Applications receiving approval, applicant must provide written / email accepting/ declining the award	Applicant

Thirty days after the activity or event, reimbursement paperwork and the evaluation must be submitted to the chair of the USPDFC and cc'd to the Chair of the University Staff Committee.

USPDF COMMITTEE GUIDELINES

The USPDF Committee will only consider proposals for future dated University Staff Development. Retroactive applications will not be considered.

Applicants should consider submitting applications as early as possible in order to ensure funding is available during the fiscal year. The USPDF Committee will review applications based on the above timeframe. The USPDF Committee will not budget one half for the first semester and the remainder for the second semester.

USPD Funds are allotted annually based on fiscal year budget. Depending on the employee's application and remaining funds, the USPDF Committee may authorize a different (lesser) amount of funds requested by the applicant.

The USPDF Guideline requires at least 25% matching funds, unless special circumstances are provided in the application. Matching funds may take the form of department/unit, personal, or other internal or external funding sources. Applicants are encouraged to seek additional sources of funding.

USPDF is intended to supplement, not supplant, ongoing institutional staff development programs. As a result, the fund will not grant career development or fee/tuition funding that may qualify for the University of Wisconsin-Parkside University Employee Education Assistance Program.

Incomplete applications will be returned for missing information. The delay could result in the loss of funding for a request that might have been otherwise approved. Only complete applications will be reviewed. To ensure full consideration in a timely manner, all required information and documentation should be included with the application for USPDF.

All applicants must follow UW System Travel guidelines. Applicants should consult with Business Services as questions arise about employee travel reimbursement.

Applications for professional development from the next fiscal year's allocations may be submitted, but decisions to fund those applications remains provisional until the actual fiscal year allocation is received from UW-Parkside; in all cases, awards are contingent upon the final allocation amount.

In order to allow for more accurate tracking of remaining funds available, all documents, receipts, travel expense reports, etc. must be submitted for processing within 30 days of the end of the professional development activity. Also, award recipients are required to complete an evaluation form within 30 days of project/activity, along with supporting documents.

The USPDF Committee will review and update the guidelines annually in May and forward their recommendation to the University Staff Committee for final approval.

REVIEWING REQUESTS AND NOTIFYING APPLICANTS

The USPDF Committee will only review completed and timely applications which include all the required information and documentation from the USPDF checklist.

The USPDF Committee will consider the completed application, estimated budget form, applicant's statement aligning development to general category, statement of support, the level of matching funds, supporting documents indicating expenses, and content of the professional development.

The USPDF Committee shall meet monthly to review applications. The dates of the meetings may fluctuate based on the committee member's schedules and will be held on or before the 10th of each month. The USPDF Committee Chair will notify the applicant, by email, on or before the 15th of the month of the committee's final decision. Applicants approved for the USPDF, must respond in writing on or before the 20th of the month, their decision to accept or decline the award. If the employee does not respond timely, funding may no longer be available.

APPLICANT PROCEDURES:

Following the steps for employees to apply for the University Staff Professional Development Fund:

- A. Schedule meeting with Supervisor/Chair to discuss
 - a. Topic of activity and determine the Professional Development Fund Category
 - i. Continuing education and updating of academic knowledge or skill
 - ii. Technical training
 - iii. Administrative management training
 - b. Financial Support from the Department
 - c. Pre-approval to attend activity in work status
- B. Submit the required applications, supporting statements, and documents via email to USPDF Chair:
 - a. USPDF Application & Checklist Documents
 - i. Application
 - ii. Statement aligning development activity to general category
 - iii. Statement of support from Supervisory / Chair
 - iv. Statement of commitment of matching funds
 - v. Brochure / pamphlet of activity (include date, time, place, agenda, meals included)
 - vi. USPDF Estimated Budget Form
 - vii. Supporting documents related to total expenses