

Academic Staff Professional Development Grant Guidelines

Revised February 2009

OBJECTIVES

The Academic Staff Professional Development Grant facilitates professional development of staff which contributes to improved service and flexibility of the institution. The main objectives of the grant are:

Improved Institutional Effectiveness

To enhance and refine those abilities most directly related to the mission and goals of UW Superior.

Mission: *The University of Wisconsin-Superior fosters intellectual growth and career preparation within a liberal arts tradition that emphasizes individual attention and embodies respect for diverse cultures and multiple voices* (Mission statement approved May 2001).

Goals:

- 1) To offer quality learning opportunities that prepare students for living in and contributing to a global environment.
- 2) To intensify recruitment and retention efforts.
- 3) To be effective stewards of existing resources while seeking new resources.
- 4) To accelerate moving UW Superior toward information age teaching, learning, and administrative services.
- 5) To foster an environment of trust and cooperation that centers on the worth of all individuals.
- 6) To enhance the University's partnership with the community and region.
- 7) To develop a marketing plan that promotes the strengths of the University.

Improved Program Quality

To contribute to improving program vitality during a period of anticipated resource constraints and rapidly changing administrative and educational needs.

Individual Professional Development

To provide an opportunity for academic staff to enhance their effectiveness in meeting the changing needs and roles in higher education.

The primary focus of the Academic Staff Development Grant is on training and/or retraining to improve the effectiveness of academic staff in their roles. The grant does not provide for formal study leading to a degree.

PROCEDURES

The procedures for the submission and review of the proposals are:

- 1) The Provost may call for proposals up to twice each fiscal year, once during spring semester and once during fall semester.
- 2) Completed proposals for the spring semester call must be returned to the Provost by the deadline indicated, and may include any activity for the upcoming fiscal year, July 1 to June 30, for which funding is being requested.

- 3) Completed proposals for the fall semester call must be returned to the Provost by the deadline indicated, and may include any activity for the remainder of the fiscal year, through June 30, for which funding is being requested.
- 4) The Provost will share the proposals with the Academic Staff Senate. The Senate will evaluate the proposals. Their recommendations may be reviewed by the Provost and Chancellor. If the Chancellor and/or Provost do not agree with the Senate recommendations, they must meet with the Senate within ten (10) working days to resolve the differences.
- 5) Notification of funded proposals for the upcoming fiscal year will be issued by the end of spring semester. Notification of proposals funded by a second call, when a second call is made, will be issued no later than the end of fall semester.
- 6) Proposals for the Academic Staff Professional Development Grant must be submitted in accordance with the format guidelines which appear on the following pages.

GRANT GUIDELINES/SUBMISSION REQUIREMENTS

The following guidelines pertain to both the preparation and the review of the proposals.

- 1) Only applicants who are considered by Human Resources to be academic staff 50% or higher are eligible to apply.
- 2) The application itself **must** be submitted on time and completely filled out including appropriate signatures, cost estimates **and** relevant supporting attachments/documentation.
 - a) For all applications, **please attach a copy of the conference brochure or other information about the event to the application.** If the current years' brochure/information is not available please include a prior years' brochure/information.
- 3) Travel/event must fall within the timetables of the grant requirements.
 - a) **Please add all travel and lodging estimates and appropriate documentation.** All travel costs must be within UW-Superior Travel guidelines. Please visit <http://www.uwsuper.edu/wb/business/travel/> for more details
- 4) Funding
 - A. The professional development opportunity must be directly applicable and relevant to the applicant's professional position at UW Superior. In addition, training should have a direct impact on improved services to students, staff and/or the institution.
 - B. Highest amount to be funded to any one applicant in any one fiscal year is \$1,000.
 - C. All applicants are expected to have departmental/supervisor approval to cover the balance of the professional development opportunity or be prepared to pay for remaining expenses out-of-pocket.
 - D. It is highly possible that the full award amount will not be given to an applicant, but a partial amount of support may be provided.
 - E. Departments/units wanting to send more than one staff member to the same event are not as likely to get full funding for each applicant.
 - F. It is possible that there will be reduced or limited funding for an applicant that has been granted an award within the past 3 years.

5) Grant Usage

- A. Applicants are expected to use the amount awarded, by the date specified on the call for grants announcement.
- B. Award recipients unable to use their awards are to inform the chair of Academic Staff Senate as soon as possible, so that the award can be distributed to someone else on a waiting list and/or at the next call for proposals
- C. Award recipients unable to attend the event specified in the application, may contact the Chair of the Academic Staff Senate for consideration to use the funds for an alternative event.