

Academic Staff Professional Development Grant Guidelines

Revised March 2017

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 values of UW-Superior.

Mission: *The University of Wisconsin-Superior fosters intellectual growth and career preparation within a liberal arts tradition that emphasizes individual attention, embodies respect for diverse cultures and multiple voices, and engages the community and region.*

To accomplish these ends, the University will:

- 1. Provide students with a carefully articulated and comprehensive foundation in liberal studies as a base for all degree programs.*
- 2. Award associate and baccalaureate degrees in selected fields in education, arts, humanities, sciences, social sciences, business, and pre-professional programs.*
- 3. Offer graduate programs in areas associated with its undergraduate emphases and strengths.*
- 4. Extend its undergraduate and graduate resources beyond the boundaries of the campus through alternative delivery of programs.*
- 5. Expect scholarly activity, including research, scholarship and creative endeavor, that supports its programs at the associate and baccalaureate degree levels, its selected graduate programs, and its special mission.*
- 6. Maintain an inclusive campus community that challenges students to develop their intellectual, personal, cultural, and social competencies.*
- 7. Engage in appropriate inter-institutional relationships and community partnerships to enhance educational and service opportunities.*
- 8. Foster, with University of Wisconsin-Extension, the development of cooperative and general outreach programming and the integration of the Extension function with that of this institution.*

(Mission Statement approved by BOR February 2015)

Values: *At the University of Wisconsin-Superior, we are committed to academic excellence, with an emphasis on student-focused learning, intellectual and personal development, continuous improvement, inclusivity, community partnerships, and global awareness.*

- **Learning (or Teaching) Focus** - We emphasize personal attention to the student.*
- **Intellectual Development** - In the liberal arts tradition, we seek to cultivate life-long learners who can think critically, communicate in a variety of mediums, and apply knowledge in order to solve problems.*
- **Integrity** - We earn trust through honest, sincere, and humble leadership.*
- **Continual Improvement** - We seek to enhance the quality of all programs and services.*
- **Collegiality** - We stress mutual respect, appreciation for diversity, and respect for diverse perspectives.*
- **Community** - We foster civic engagement and community involvement.*

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 (round one) and once during fall semester (round two).
- 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.

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 three years.

5) Funding Priorities/Preferred Qualifications

- a) Applicant has never received an Academic Staff Professional Development Grant.
- b) Applicant has not received an Academic Staff Professional Development Grant in the last three years.
- c) Applicant has been accepted as a presenter, convener, panelist or workshop member, or is officially involved in a poster session, showcase, or festival for the conference or events.

6) 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 and Provost Office 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) If an award recipient is unable to attend the event specified in the application, contact the Chair of the Academic Staff Senate to use the funds for an alternative event, or to have a colleague within the unit whose discipline appropriately fits the professional development opportunity attend the event.