

GUIDELINES FOR USE OF ACADEMIC STAFF PROFESSIONAL DEVELOPMENT ALLOCATION FUNDS

Funds from UW System and from UW-Green Bay sources are available to support professional development for University of Wisconsin-Green Bay academic staff. The combined funds are placed in a single 102 (GPR) account but divided into two budgets for distribution by the Academic Staff Professional Development Allocations Committee and the Academic Staff Professional Development Committee. Both committees report to the Academic Staff Committee. The amount of funding available may vary from fiscal year to fiscal year.

Committee Purpose

The Allocations Committee distributes funds to individual academic staff members who submit proposals for Professional development activities.

Allocations Committee Guidelines

A. Eligibility for funding

Members of the academic staff with fixed term appointments of 50 percent time or more, or those with temporary academic staff appointments who are beyond one year of service, or on limited-term appointments with academic staff back-up appointments, are eligible to apply for professional development funds.

Eligibility is extended to both instructional and non-instructional academic staff. The Human Resources Office is the source for definitive lists of eligible staff but the Office of the Secretary of the Faculty and Academic Staff can be consulted on other eligibility questions.

B. Proposal criteria and review procedures

1. These criteria, in order of descending importance, will be applied to determine the appropriateness of proposals for funding:
 - a. The proposal supports staff renewal and professional learning activities, participation in professional development conferences, seminars and workshops on-campus or off-campus, networking meetings and site visits with UW System staff colleagues, or other appropriate activities. (College and university credit-bearing course work is excluded; those making such proposals will be referred to UW System policies for educational assistance administered by the Human Resources Office.)
 - b. The proposed activity supports the goals/mission/objectives of the department and/or institution and relates directly to the applicant's job description and responsibilities.
 - c. The documentation provided from the department head or supervisor supports the activity as consistent with department/institution goals, mission and objectives. Supervisors should be able to document the credentials of the organization sponsoring the proposed activity.
 - d. The proposal shows that the experience will be applied or the information shared.

2. Level of funding

An institutional, departmental, or individual commitment of match funding is required and must be submitted in writing with the proposal. The Allocations Committee typically funds eligible proposals at no more than 50 percent, but has discretion to allocate funding at a higher or lower percentage of projected costs. A maximum of \$750 per staff person per fiscal year may be awarded.

In the event of restricted fund availability or increased competition for funds, multiple requests from individuals will not be considered in a given year.

3. Proposal review cycle

The Allocations Committee will consider requests submitted electronically to the email address of a designated Committee member listed on the funding application. That Committee member will then load the documentation onto a shared drive. All Allocation Committee members will have access to these electronic funding requests and will review and/or initial their approval to the applicant's file. If there is discussion or question about an application, then a face to face meeting may need to be scheduled for Allocation Committee members.

The Committee will allocate approximately 50 percent of the total available annual funds in each half of the fiscal year. The Committee is authorized to commit, but not expend, funds to be reimbursed in the succeeding fiscal year. Because of TER processing deadlines and year-end cutoff dates, activities occurring in June would be reimbursed in the following fiscal year. Therefore, requests for June through August are tentatively approved until the next fiscal year's budget allocation occurs. Requests must be made in advance of the event or activity for which support is sought. Please submit applications three weeks prior to the activity.

4. Requests by Allocations Committee members

Should a staff member serving on the Allocations Committee request funding support, the individual's request must be approved by the Academic Staff Committee.

C. Allocations Committee selection and communication expectations

1. The Allocations Committee will be elected according to the Bylaws of the Academic Staff. The Leadership and Involvement Committee will present a slate of candidates broadly representing the campus community.
2. The Allocations Committee will regularly publicize the availability of funds to all academic staff, regularly review funding requests made electronically, and report on the disposition of requests to applicants via email. Approved applicants will be given ASC account string for use in expense reporting. Provost's office has funding approval.
3. The Committee will submit an annual report to the Academic Staff Committee no later than the second week in June.
4. Changes to these guidelines must be proposed to the Academic Staff Committee for approval.

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