

GUIDELINES FOR USE OF PROFESSIONAL DEVELOPMENT 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, for distribution by the Academic Staff Professional Development Allocations Committee to individual academic staff members and for academic staff programming by 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. All funded activities must take place in the fiscal year (July 1 - June 30) for which the funds were awarded.

Throughout the remainder of this document, which outlines the guidelines for distribution of academic staff professional development funds, the committees will be referred to as the Allocations Committee and the Programming Committee.

Committees' Purposes

The Allocations Committee distributes funds to individual staff members who submit proposals for professional development activities. The Programming Committee has access to up to 33 percent of the total available professional development funds each year in order to program on-campus professional development activities for academic staff. Funds set aside but not used for programming revert to the Allocations Committee for distribution to individual staff members, as approved by the Academic Staff Committee.

Allocations Committee Guidelines

A. Eligibility for funding

Members of the academic staff with fixed term appointments of 50 percent time or more, or 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. The Office of the Secretary of the Faculty and Academic Staff is the source for definitive lists of eligible staff.

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.
 - 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 \$500 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 monthly on a regular, publicized schedule. 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 in the succeeding fiscal year for activities occurring in July and August, so that staff members who wish to participate in professional development during those months can plan appropriately. Funds must be approved in advance of the event or activity for which support is sought.

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 Nominating 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, meet regularly to review funding requests, and report on the disposition of requests to applicants.
3. The Committee will submit a quarterly report to the Academic Staff Committee on proposals and unexpended fund balance.
4. The Committee will submit an annual report to the Academic Staff Committee no later than the second week of June.
5. Changes to these guidelines must be proposed to the Academic Staff Committee for approval.

III. Programming Committee

1. Source of funds

Up to 33 percent of total academic staff professional development funds for the fiscal year is available for use by the Programming Committee. The Academic Staff Committee will designate funds for use by the Programming Committee in response to a Professional Development Program Plan to be presented to the Academic Staff Committee no later than October 15. Collaboration between the Programming and Allocations Committees early in the fiscal year is encouraged. Funds not committed for scheduled programming revert to the use of the Allocations Committee after January 15, as approved by the Academic Staff Committee. In the uncertainties of program planning, further adjustments may be made.

2. Nature and frequency of programming

The Programming Committee will plan and conduct a minimum of one on-campus professional development program each semester. Programs should be informed by research on staff development needs. The Committee may consult with senior administration on campus-wide professional development needs and priorities. The Committee is encouraged to participate with other groups in programs of potential benefit to the larger campus community.

3. Criteria for collaborative funding

The Programming Committee may co-sponsor programs with other groups, providing the proposed programs are relevant and significant to academic staff, meet academic staff needs and priorities, and fit the general goals of the Program Plan for the fiscal year.

D. Programming Committee selection and communication expectations

1. Programming Committee members are appointed according to the Bylaws of the Academic Staff. The Nominating Committee will present a slate of candidates broadly representing the campus community.

2. The Programming Committee will consult with academic staff members and others at least annually to determine professional development needs and priorities. The Program Plan and programs will be publicized to the entire academic staff.

3. The Programming Committee will submit a quarterly report of program planning and expenditures to the Academic Staff Committee.

4. The Programming Committee will submit an annual report to the Academic Staff Committee no later than the second week of June.