

**Professional Development Program**  
**For Employees Represented By**  
**The State College and University Professional Association**

**Abbreviated Guidelines**

# Professional Development Program for Employees Represented By the State College and University Professional Association

## Eligibility

- A. Professional development funds are available to permanent full and part-time employees who are in an active pay status during the fiscal year in which the request is submitted. Preference, however, will be granted to full-time employees.
- B. Employees on leave without pay may not request a salary replacement from the professional development funds.
- C. An employee may not submit more than one request per fiscal year.
- D. Requests shall be considered only in the category designated on the title page by the employee.

## Submission Requirements

- A. Applications should be received at least **one month prior** to the beginning date of the course, conference, program or project for which funding is being requested.
- B. **Original funding request should be submitted to Human Resources for distribution to the committee.**  
The Demographic Data Form (Attachment 4) is optional, but the State System of Higher Education/university appreciates having the data, which it uses in aggregate to ascertain which categories of employees are using the programs. **INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

## Categories for Requests

- A. **Educational Advancement:** Employees seeking to complete an advanced degree or individual courses at an accredited university in a field that is related to their employment responsibilities may submit requests for funding through this source. Any other university funding sources may also be sought to provide this opportunity to SCUPA employees. Requests in this category may not exceed \$1,000 per year.
- B. **Professional Conferences:** Employees may apply for funding to attend national or regional conferences. The total amount of funding per individual may not exceed \$1,000 per year.

- C. **Institutional Groups:** Each university may elect to support teleconferences, the State System of Higher Education Biannual Student Affairs Conference, or other multi-university opportunities. Moneys requested for a teleconference may not exceed \$1,000 and may be used to support more than one program. The State System universities encourage the participation of several universities in promoting multi-university opportunities for professional development. University travel funds from other sources may be applied to support this category.
1. SCUPA and the university's Professional Development Committee must notify the university's Vice President for Finance and Administration of programs approved by the Professional Development Committee within the category of "Institutional Groups" before finalizing any plans for such programs. Such notification is necessary to insure that a management representative is aware of the proposed program as far in advance as is possible, to determine if the university is willing to permit the use of university grounds and/or equipment, and to determine if the university is willing to permit employees to be away from assigned duties to participate on the day in question.
  2. SCUPA and the Professional Development Committee agree to follow established procurement procedures in submitting time for them to be processed without exposing the university to an audit finding.
  3. Eligibility Section C states that an employee cannot submit more than one request for professional development funds per fiscal year. However, this section shall not apply to an employee, or group of employees, submitting a proposal under the category "Institutional Groups."
- D. **Special Programs on Research Development:** Employees seeking to enhance research skills or to promote current research projects may request funding in an amount not to exceed \$1,000 per year. Funds may be used to complete doctoral research, individual research interests that lead to submission of articles to juried journals pertinent to the field of student learning, student personnel, counseling, higher education, and/or other related fields not to exceed \$1,000 per year.

## Preparation of a Request

- A. The title page, including the abstract, must follow the format provided herein (Attachment 1). The request must be received by the committee in accordance with the published deadline.
- B. The request should contain a program narrative; an outline of the purpose of the request (including goals/objectives) not to exceed one full page; anticipated benefit of the request not to exceed one page; and other pertinent materials that support the request, such as endorsement from supervisor(s) as to the relevance to the employee's current job responsibilities and impact on work schedules, if any, timetable of research, outline of presentations, or course work to be taken. A recommended outline for the request is included herein (Attachment 2).
- C. The budget is the final page of the request. A recommended format is included herein (Attachment 3).

SCUPA Request for Professional Development Funds

Title Page

Name:

Category:

Total Amount Requested:

Requestor Information:

Campus Address:

Campus Telephone:

E-mail Address:

Other Participants (if appropriate):

ABSTRACT (approximately 200 word description of the request):

Date: \_\_\_\_\_

SCUPA Professional Development Fund Request

Program Narrative

Name:

Date:

Institution:

Background and Significance: (approximately 200 words) A brief sketch of the background of the request, evaluate the impact on individual/group's employment, importance of research to employee's field of study, contribution to the university.

Goals and Objectives: (approximately 200 words) Briefly describe the goals and objectives of this request:

Description of the Project: (approximately 1-2 pages) Describe in detail the activities to be conducted and how the objectives of the project will be accomplished. If requesting funds for several individuals, please describe each individual's contribution. If a research project is being sought, describe the work to be supported, the proposed journal where the article will be submitted, and the degree to be completed if part of a dissertation.

SCUPA Professional Development Fund Request

Budget Page <sup>1</sup>

List only whole dollars (round off all figures to the nearest dollar amount).

Requested Budget	SCUPA Funds	University <sup>2</sup> Sources	Other Revenue <sup>3</sup> Sources	Totals
Salaries	_____	_____	_____	_____
Student Wages	_____	_____	_____	_____
Benefits	_____	_____	_____	_____
Honoraria	_____	_____	_____	_____
Travel Expenses <sup>4</sup>	_____	_____	_____	_____
Other (specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____
Totals	_____	_____	_____	_____

<sup>1</sup> Budget Notes: Please describe in detail the calculations used in requesting travel and other specific funds. If the summary includes wages, the budget notes should include the hourly rate, and length of service needed. For example, employee stipend – one week stipend at SUA 1 rate @\$550. If student wages are to be used, one student for 10 hours per week x 10 weeks x \$5.15/hour = \$515.00. Be certain to identify any “Other Revenue Source(s)”.

<sup>2</sup> University Sources includes, but is not limited to, funds from your departmental travel budget and other university professional development money.

<sup>3</sup> Other Revenue includes, but is not limited to, outside grants and personal funds.

<sup>4</sup> All travel is to be in accordance with State System/University travel regulations.

