

DIXIE STATE UNIVERSITY STAFF PROFESSIONAL DEVELOPMENT FUND

Guidelines and Application Process

- I. **Purpose:** The Staff Professional Development Fund (SPDF) is designed to provide staff with funding for personal and professional development directly related to their University responsibilities.
- II. **Applicant eligibility:** All full-time employees (.075 FTE or greater) or hourly employees working at least 20 hours per week (0.5 FTE) and without faculty appointment, who have worked on campus for one full year prior to the event may apply.
- III. **Committee structure:** The Staff Professional Development Committee administers the SPDF and the application process. Committee assignments including chair and/or co-chairs are determined each year in a meeting with the Staff Association (SA) President and the Human Resources Executive Director. The University committee will consist of both Exempt and Non-Exempt staff (a minimum of six staff total – three exempt members and three non-exempt members) and a non-voting member of Human Resources will serve in an advisory capacity to the committee. The Professional Development Chair of the Staff Association (if not part of the committee) will attend as a non-voting member.
- IV. **Funding philosophy:**
 - a. The fund supports staff as they develop professionally in areas directly relating to their current employment responsibilities. The fund encourages learning and development in the form of training and training materials. It does not support the proof of learning such as the payment for a certification. The fund is not designed to be the sole source of funding but promotes professional development in the following areas:
 - i. Professional presentations and/or publication
 - ii. Conference attendance
 - iii. Service in professional associations or organizations
 - iv. Workshops and program development for University staff
 - v. Continuing education courses for maintenance of state licenses as required for employment
 - b. Acceptable fund uses:
 - i. Registration fees
 - ii. Training materials
 - iii. Travel expenses associated with professional presentations or conference attendance
 - iv. Electronically delivered trainings or seminars
 - c. Unacceptable fund uses:
 - i. Expenses associated with activities that do not support the mission of DSU
 - ii. Expenses that do not relate directly to current job responsibilities
 - iii. Expenses for a person that would qualify for funding from the Faculty Professional Development Fund

- iv. Fees and travel associated with testing
- v. Certification fees

V. Application guidelines:

a. Application process:

- i. Applications are available at sa.dixie.edu and Human Resources websites. Individuals or groups of no more than four (4) staff members within the same department may apply using the posted application. The first individual listed on group applications will be designated as the primary applicant/contact. Funding for activities in the next 6-12 months will be given priority.
- ii. Application is filled out and submitted electronically by the applicant/group before 5:00 p.m. on the due date. Incomplete applications will not be considered. Late applications will be considered for the subsequent due date, if applicable.
- iii. Applications are reviewed by the Staff Professional Development Committee and all applicants are informed of their application status within two weeks after the appropriate funding deadline of October 1 and April 1. Alternate funding deadlines may be established by the committee as circumstances warrant.
- iv. Accepted applicants are required to complete a brief questionnaire (available at sa.dixie.edu) explaining how the award benefited the applicant, their department, and the institution. This report is due within 60 days after the funded professional development activity. Applicants who do not complete this part of the process may not be considered for future awards.

b. Application requirements and restrictions:

- i. Completed application form must be submitted prior to deadline.
- ii. Applications will be subject to all approved University policies and procedures and may require review from specific University departments including, but not limited to, Human Resources, Purchasing, Information Technology, etc.
- iii. Awards less than a certain amount determined by the Staff Professional Development Committee may not require a department contribution.
- iv. A minimum department contribution of 25% is expected as an indication of department endorsement. Financial contribution beyond the 25% is evidence of stronger support and may help the application.
- v. Budget administrator approval is required in the application process to verify source and amount of departmental contribution.
- vi. The award of funds is viewed as a contract between the staff member and the University. Any deviation from proposed use of funds requires committee approval.
- vii. Eligible staff members may receive a maximum of \$750 from the fund every other fiscal year. There is no limit to the number of proposals that can be submitted per staff member, but this total award may not be exceeded in the applicable two-year period.

- viii. If a member of the Staff Professional Development Committee has applied for funds, he/she should not take part in the application review/award process during the given application period.
- c. Application deadlines: Applications for award of funds will be accepted for consideration on or before 5 p.m. on the following dates:
 - i. October 1
 - ii. April 1
- d. Funding considerations and procedures:
 - i. Awards will be based on the following:
 1. First-time application to SPDF
 2. How the experience will contribute to the ability of the applicant to perform their job;
 3. The practicality of the proposal in relation to available resources;
 4. The applicability of the request to the staff member's role at the University;
 5. The impact/exposure of employee attending the event as a representative of DSU.
 6. Available funding.
 - ii. The Staff Professional Development Committee will make the recommendation to approve, postpone, or reject any application.
 - iii. Professional Development started/completed prior to application of funds will not be considered.

VI. Allocation and disbursement of funds:

- a. Awards are dependent on availability, proper application and appropriate approval. Application is not a guarantee of funding.
- b. Disbursement: Upon acceptance, funds will be distributed as deemed appropriate by the Staff Professional Development Committee in coordination with the University's Purchasing and Budget departments.

Updated by SPDF Committee Chair, SA President, SA President Elect and approved by the Staff Association Board on XX/XX/2018.

Drafted by the ESA Professional Development Committee (2015-2016 academic year) and reviewed by the CSA Professional Development Committee and ESA/CSA boards (April 2016)

Reviewed and approved by Staff Professional Development Fund Committee on 10/27/16 Updated, reviewed and approved by SPDF committee on 9/21/17

Credit: These guidelines for Dixie State University have been adapted from Southern Utah University's Staff Association Professional Development Fund Guidelines with permission.