

Total Amount Available \$5,000 for a Fiscal Year

The purpose/objective of this funding is to promote professional development opportunities to all full-time Vincennes University Support Staff employees.

Due to low Support Staff Council Membership, Professional Development requests will be reviewed by the current Support Staff Officers. The goal of the committee is to financially assist as many Support Staff employees as possible with the limited funds available.

During the March 2023 monthly meeting, it was unanimously voted on by attending members, and half of the funds (\$2,500.00) will be set aside for general professional development use.

#### Guidelines

1. These funds are available for the use of the following items: registration fees for conferences or workshops, costs of textbooks, parking fees, overnight lodging expenses, noncredit classes, etc., and all should pertain to your current job responsibilities.
2. For those wishing to use funds for tuition and fees of credit classes, you should contact the Provost's Office. Those funds may be available through a different resource.
3. The maximum amount awarded will be **\$500.00** per request with additional funds available on a case-by-case basis. If approved, the application for funds may be for either the total amount or a percentage of what was requested.
4. Each person may submit up to two applications per fiscal year. However, an application from someone who has not submitted a previous application may receive priority over someone who has previously received funding.
5. All applications should be submitted to the Support Staff President who will then distribute to the officers by the first Friday in September for fall requests and the second Friday in January for spring requests. Requests should include all necessary signatures (Applicant, Immediate Supervisor, and Second Supervisor) and proper documentation regarding the workshop, class, etc.
6. Applications will be reviewed by the Support Staff Council Officers and will be either approved or denied. If approved, the application will then be forwarded to the Provost for approval. The employee will be notified if his/her request is approved or denied by the Support Staff Council President.
7. All applications should be submitted prior to the start date of the event (class, seminar, certification, etc.) if at all possible. If not possible, the application should be submitted no later than 30 days after the start date of the activity. Exceptions may be made on a case-by-case basis. Proper documentation must be included with the application.
8. All employees receiving funds will be required to provide proof of completion (i.e. certificate, etc.) to the Support Staff Council President.
9. Those applicants approved for funding are responsible for completing all the necessary University paperwork. Copies of all receipts and completed Invoice Voucher should be submitted to the Support Staff President who will then forward the paperwork to the Provost's Office for disbursement of funds.

10. Release time from the employee's workstation/area is not assumed with the approval of Professional Development Funds. This issue must be addressed with each respective employee's immediate supervisor.
11. Should the above guidelines not be met, the committee reserves the right to deny any future funding requests by said support staff employee.

## Forms to submit

- a. <W:\Professional Development\ Professional Development- forms and information\ PD conference, travel, etc request\PROFESSIONAL DEVELOPMENT REQUEST - PROVOST - UPDATED 3-6-17.docx>
- b. Supply a copy of the workshop/conference/seminar/membership materials for which you are requesting funds.
- c. Supply a written statement regarding how you expect this workshop/conference/seminar/membership will contribute to the job you are currently performing for your department, college, and the University at large.
- d. Turn all forms and materials in by the first Friday in September for fall requests and the second Friday in January for spring requests.
- e. Turn all forms and materials in by
  - a. Support Staff applicants turn materials into the current Support Staff Council President.

As a reminder, once all of the required signatures have been obtained, the application should be submitted to the Support Staff President for approval.

Revised 01.05.2024