

GUIDELINES FOR USE OF UW OSHKOSH ACADEMIC STAFF PROFESSIONAL DEVELOPMENT FUND

The purpose of the ASPDF is to provide financial support to ALL classifications of eligible Academic Staff for active participation in events and/or activities that encompass the following areas:

- develop skills needed for changing needs and roles
- enhance career goals
- improve program quality
- help the University fulfill its strategic plan, mission, and goals

The amount of funding available may vary from fiscal year to fiscal year. All funded activities must take place from the current fiscal June close date to the next year's June fiscal close date. All reimbursement requests must be submitted by the June fiscal close date.

A. ASPDF Committee Purpose

The Academic Staff Professional Development Fund Committee (the Committee) oversees, with guidance from the Senate of Academic Staff, the administration of the fund, implements the fund guidelines, establishes and manages the review criteria and process, determines and authorizes awards, provides reporting regarding the fund and its activities, and offers recommendations for changes to the fund and related policies and procedures. Specifically, the committee will:

- be appointed according to the Bylaws of the Senate of Academic Staff chosen from candidates broadly representing the campus community.
- regularly publicize the availability of funds to all Academic Staff, regularly review funding requests submitted electronically, and report on the disposition of requests to applicants via email.
- submit an annual report to the Senate of Academic Staff.
- propose changes to these guidelines to the Senate of Academic Staff for approval.
- make the evaluation tool and criteria by which submissions will be reviewed publicly available each year.

B. Eligibility for Funding

All Academic Staff with at least a 0.50 FTE current academic year assignment are eligible. Academic Staff who have one-semester assignments are not eligible. Supported activities must occur during the applicant's contract period; however, a person under contract for fall semester may receive support during the preceding summer.

Appropriate proposals include, but are not limited to:

- attendance at conferences/workshops/seminars or taking a course to acquire specific skills or knowledge
- expenses incurred directly in relation to a staff exchange or internship that requires an extended period of involvement
- participation in structured learning settings at other institutions or agencies

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- working toward a certification that is relevant to one's position and/or role

The following are NOT eligible for funding:

- More than two people from any one department/unit attending the same event/activity
- Funding the same event/activity more than two consecutive years
- Enrolling in a course as part of a degree
- Supplies
- Food beyond M&IE Per Diem Allowance
- Compensation for time/wages. For example, reimbursement for actual time spent doing course development or teaching that is already part of one's position and/or role.

C. Proposal Criteria and Review Procedures

1. Level of funding

Academic Staff are eligible to be funded for one activity per fiscal year. Academic Staff may originate a proposal at any time during the fiscal year. Up to \$1000 per Academic Staff person or successfully funded proposal per fiscal year may be awarded. All applicable UW Oshkosh and UWS policies, rules, and guidelines as they pertain to travel (including pre-travel authorization) and other expenses related to professional development apply to all requests. Academic Staff members are encouraged to seek multiple sources of funding for professional development activities also through their Department, College, Unit, or Division as well as the ASPDF.

2. Proposal review cycle

Requests will be reviewed as received. All applications must be submitted at least six weeks prior to the planned activity or event to aspdf@uwosh.edu. Requests must be approved in advance of the event. If the committee requires further information or revisions, these must be received within five business days. Submissions will be reviewed until funding is depleted for the current fiscal year.

Fund/don't fund/partially-fund decisions of the Committee are final.

3. Travel and Reimbursement

Before booking travel, those receiving funds must ensure they are in compliance with all travel policies. Payments from the fund are processed through E-Reimbursement and subject to all UWO Office of Finance and Administration and UW-System policies.

4. Final Report

Award recipients are required to file a final report before the end of the fiscal year in which the funding was awarded. This report must be sent directly to aspdf@uwosh.edu

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The final report must include the following:

- A description of the professional development achieved by being a participant in this experience;
- A statement of how the knowledge gained through this experience will benefit the Academic Staff member, and the member's department or unit to fulfill its strategic plan, mission, and goals;
- A description of any completed or planned applications of the knowledge obtained.

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The Academic Staff member will receive a notice of having met/not met all requirements to close their award.

Failure to submit a final report will result in an Academic Staff Member's ineligibility to receive future awards from the ASPDF.

5. Requests by Committee members

Should an Academic Staff member serving on the Committee request funding support, that Committee/Staff Member will abstain themselves from the request review process.