

# UW-Whitewater Professional Development Plan

## College of Arts & Communication

### Guidelines

1. Each full-time Faculty member is eligible for \$1,000, each full-time Academic Staff member is eligible for \$500 and each full-time Classified Staff member is eligible for \$250.
2. The guaranteed minimum amount available is based upon the employee's classification, FTE, and period of employment during the fiscal year.
3. Part time employees with yearly appointments of 0.50 FTE or greater are eligible and will receive a prorated guaranteed amount.
4. Professional development and professional travel requests are restricted to job-related or career-development activities. These include training, workshops, conferences, coursework and presentations of papers or research. The program is not intended to cover the cost of courses taken primarily for personal benefit, supplemental library fees, individual memberships, or general research costs. Equipment and supplies are eligible but must be unique, specialized in nature and necessary for completion of the proposed project.
5. To be eligible for this funding, faculty/staff members must submit a proposal to their respective chair or supervisor. The proposal must show a relationship between the professional activity and one's research, teaching or professional/service work. Staff members may submit more than one proposal. The proposal must also include a detailed list of the expected expenses from the proposed activity (i.e. travel costs, registration fees, supplies, etc.).
6. Requests for funding approval must be submitted to the Associate Dean's office no later than February 15 of each academic year. Funds not requested by February 15 will be awarded to other staff members who have requested (and expended) more than their minimum allotment.
7. Requests for reimbursement of expenses (whether travel, fees, equipment or supplies) are to be submitted to the respective chair or supervisor and then forwarded to the Associate Dean. Travel and other development activities must be completed by June 14 in order to ensure that expenses get coded to the correct fiscal year. Travel reports must be submitted within 14 days of the completed travel and no later than June 15. (Travel after June 14 will apply to the next fiscal year's funding.)
8. Requests for funding beyond the guaranteed minimum are to be made to the Associate Dean and will be awarded at the discretion of the Associate Dean (assuming funds are available).

9. Funds do not carry over from year to year.

Application Form  
College of Arts & Communication  
Professional Development Fund

Name: \_\_\_\_\_ Classification: Classified \_\_\_\_\_  
Department: \_\_\_\_\_ Academic Staff \_\_\_\_\_  
Faculty \_\_\_\_\_

Describe the proposed development activity and describe how it relates to your teaching, research, service or professional duties:

Estimated expenses:

Total:

Department Chair/Supervisor: \_\_\_\_\_  
Recommend \_\_\_\_\_ Do not recommend \_\_\_\_\_

Associate Dean: \_\_\_\_\_  
\*Approve \_\_\_\_\_ Reject \_\_\_\_\_

\*Approval of this proposal promises that the applicant will receive reimbursement up to but not in excess of his or her guaranteed total yearly amount (note guidelines).