

Staff Council Professional Development Fund Information & Application



Description

The Staff Council Professional Development Fund was created through the cooperation of the President's office and Staff Council's Personal and Professional Development Committee, in order to increase funding opportunities for qualified non-represented UVM staff members who are seeking to attend trainings, conferences, or participate in other professional development opportunities.

Eligibility

All full- and part-time non-represented UVM staff are eligible to apply.

Applicants may only request funding for an event or opportunity that takes place **after the award date** of the quarter during which you are submitting an application.

Application Process

- 1) Determine eligibility
- 2) Fill out application
- 3) Receive approval and a signature from your supervisor
- 4) Submit application to staff.council@uvm.edu or bring it to the Staff Council Office, 313 Waterman.
- 5) If awarded money, you and your supervisor will receive an award letter via email, which will include instructions regarding the proper use of funds and what to do with excess or unused funds. The Staff Council recognizes that the amount awarded may not be sufficient to cover the costs for a particular opportunity, and therefore would like to encourage the awardee's department to consider supplementing or matching the award.
- 6) Upon completion of the professional development opportunity, please supply Staff Council with a brief description of the experience and how it benefited you and/or your department.

The rubric system which the Committee will use to determine awardees is available on our website: www.uvm.edu/staffcouncil/ and click on 'Programs and Services'

FAQ

I'm a member of a union. Can I apply? No – only non-represented staff may apply.

How many times may I apply? You may apply once per application period. If awarded funds, please wait one year to apply again.

I require more than \$500. Can I still apply? Yes. We encourage you to ask if your department is able to supplement or match the amount of any award you receive from Staff Council.

2019-20 Deadlines

There will be four application periods:

Applications Open	Applications Close	Awards Announced
June 1	July 31	August 31
September 1	October 31	November 30
December 1	January 31	February 29
March 1	April 30	May 31

Staff Council Professional Development Fund Application 2019-20

Name: Department/College: Date:
Position: Email: Work Phone:
Date of hire at UVM: Date of hire in your current position:
Are you a non-represented staff member? Yes No
(Select "yes" if you do not belong to a union; employees who belong to a union are not eligible to apply for this fund)
Have you received funding from the Professional Development Fund before? Yes No

Opportunity for which the funds are requested:
Anticipated dates of opportunity: Amount requested: *(Max \$500)*
(Dates must be after the award date for the quarter in which you are applying)

Summary of anticipated expenses: *(Costs to consider may include transportation, meals, airfare, registration fees, etc.)*

Overview of the opportunity, including the benefit(s) you will derive:

Does your department offer funding for staff professional development opportunities? Yes No
If yes, how much is your department able to contribute to help fund this opportunity?

Brief description of your professional development activities over the past 3 years:

Brief description of any volunteer service at UVM or in the outside community over the past 3 years:

Is there anything else you would like the PDF Committee to know?

Applicant Printed Name

Supervisor Printed Name

Applicant Signature

Date

Supervisor Signature

Date

*Please send the completed and signed form to staff.council@uvm.edu or submit a paper copy to Waterman 313.
Contact staff.council@uvm.edu or (802) 656-4493 with any questions.*