



STAFF PROFESSIONAL DEVELOPMENT

Guidelines for financial assistance for courses and workshops

ELIGIBILITY CRITERIA:

1. Must be a benefited employee after a successful 6 month probationary period
2. Must have supervisor and administrative approval
3. Must fit the mission of WSC and provide direct benefit to the institution
4. Must pertain to area of employment
5. Must improve performance and/or knowledge base

GRANT SPECIFICATIONS:

1. Grant may be awarded to a staff employee at a maximum of \$750 per Fiscal Year
2. Grant may be applied to tuition, fees, books, and required materials for courses.
3. Grant may be applied to registration fees, and travel expenses, excluding meals, for workshops
4. Grant shall not exceed actual expenses for any course or workshop.
5. Grant recipient shall provide a follow-up report to the Staff Senate upon completion of the course or workshop using the Staff Development Report.

THE COMMITTEE WILL NOT FUND:

1. Computer hardware
2. Software
3. Individual memberships to associations or organization
4. Training/certification directly required of a staff member's position

APPLICATION REQUIREMENTS:

1. Must obtain prior approval from supervisor
2. Must submit to the HR Office first for approval
3. Must present and submit proposal to the Staff Senate prior to registration for course or workshop



Staff Professional Development Application

*Please limit proposal length to no more than three (3) pages.
All funded proposals will require a Fiscal Year-end and/or Final Report
including evaluation process and project outcomes.*

Date of Application:	
Contact Person/Title:	
Program Area:	
Email:	Phone Extension:
Amount of Request:	Professional Development Period: __/__/__ to __/__/__
Authorizing Signatures:	
_____	_____
Supervisor Approval	Administrative Approval

- 1. Project title or reason for request:**
- 2. Description of project or request:**
- 3. Description of need:**
- 4. Project goals, including links to the college’s strategic goals:**
- 5. Evaluation (anticipated outcomes and how you will measure success).**
- 6. Is this a collaborative effort? If so, please explain and identify all participants.**
- 7. Project Budget. Include an itemized budget and identify any funds sought/secured from other funding sources.**
- 8. Explain why this request is not being funded through the department’s budget.**
- 9. If this is an ongoing project, what will be the source of future funding?**
- 10. Have you received grant funding from the Professional Development dollars in the past two years for this or any other project?**

Please Explain



Staff Professional Development Report

Date of Report Submission:	<input type="checkbox"/> FY-end report	<input type="checkbox"/> Final report
Contact Person/Title:		
Program Area:		
Email:	Phone Extension:	
Amount of Grant:	Grant Period: __/__/__ to __/__/__	
Authorizing Signatures:		
<hr/>		
Supervisor Approval	Administrative Approval	

1. Professional Development Request Title
2. Professional Development Request Project summary
3. Has this request met its identified goals? Explain.
4. Has this request reached its anticipated outcomes? If not, why? How many students were impacted?
5. How were outcomes measured?
6. Was any additional funding sought/secured?
7. If this is an ongoing request, what will be the source of future funding?
8. Please include any additional information you would like to share.