



WINSTON-SALEM STATE UNIVERSITY STAFF SENATE

PROFESSIONAL DEVELOPMENT FUNDING GUIDELINES

Purpose:

The Staff Senate Professional Development (SSPD) fund is designed to provide financial assistance to eligible permanent staff, in their pursuits of professional development activities related to current roles and responsibilities at Winston-Salem State University.

Eligible Professional Development Activities:

The following are categories that are considered eligible expenses under the SSPD fund.

- Professional Development and Skills Enhancement **Certifications, Workshops, Seminars, Conferences, Leadership Programs, Training, and related Travel expenses** (*Please note that travel expenses will be considered under WSSU Travel Policies as they may be amended from time to time.*)
- Career enhancing **Certification Programs** are offered at any educational institution in the UNC System as well as those external to the system.

Award Conditions and Benefits:

- Professional Development awards up to \$1,500.00 per year per applicant for domestic opportunities and up to \$2,500 every other year per applicant for international options. While first-time applicants are considered a priority, anyone is eligible to apply once in a given award period, with the funded amount not to exceed the \$1,500 and \$2,500 award cap as stated above. (All requests must meet the criteria for eligible opportunities and are subject to fund availability) .
- When applying for domestic or International opportunities, clear evidence of how the opportunity ties into your current position and how it will benefit your department and the University must be provided. Applications for international funding are limited to one every other year per applicant.
- Documentation of successful completion is required within two (2) weeks of completing or attending your SSPD funded opportunity.
- All recipients will be required to submit a 250-word paper, explaining the impact that PDC funding has had on their professional development and mobility. Quotes from your submission may be used for marketing purposes (i.e., website, social media, campus emails). Submission of these papers must be sent to sspd@wssu.edu. Failure to comply may result in the denial of future funding.
- After the completion of a leadership program, the awardee must provide a plan of how their skills learned can contribute to the improvement of processes or procedures at the university. The awardee's plan will be presented to the executive council of the Staff Senate. If approved, the president of the Staff Senate will present the plan to the chancellor. Further details will be provided.
- Upon completion of Professional Development activity, the SSPD Committee reserves the right to request any and all PDC funded recipients to present a 5 to 10-minute PowerPoint or speech on what they've learned during their funded activity and how they will utilize their new knowledge and skill, in their daily work regimen.
- If you withdraw or do not complete the development opportunity, 100% repayment of the award is required.

Who can apply?

All SHRA staff and EHRA non-faculty may apply.

What is the Application Process?

Step 1: Please read the SSPD Guidelines.

Step 2. Seek departmental funding first.

Step 3: Complete the SSPD funding application to request full or partial funding of up to \$1,500 for domestic opportunities, \$2,500 for international opportunities.

Step 4: If departmental funding is unavailable, submit your funding request, using the ***Staff Senate Professional Development Fund Request Application***. **Hardcopy of applications will not be accepted.** Applicants must complete and submit the originals of all necessary procurement documents along with the supporting documents deemed necessary for processing payment which include documentation of:

- Certifications, Workshops, Seminars, Conferences,
- Agenda
- Invoices
- Travel /travel itinerary

Please make sure the necessary information is attached to your application. For clarity, please review the *TRAVEL ADVANCE PREPAYMENT CHECKLIST*** to ensure you have provided all necessary documentation.**

Please note **ALL incomplete applications will be rejected.** Notification of approval or denial will be sent within three (3) weeks of submission. Please submit any questions or concerns to sspd@wssu.edu.

When can I apply?

Funding applications will be accepted from August 1 – May 30. Please adhere to the additional deadlines below:

Professional Development Category	Deadline
Certifications	<i>No later than 3 months before the beginning of the course</i>
Conferences, Workshops, Seminars, and Leadership Programs	<i>No later than 60 days before the event</i>

Selection process

- Decisions will be based solely on the information provided in the application and the completeness of the supporting documents.
- The decisions of the committee are final.
- First-time applicants will be given priority consideration.
- The amount of the award will be based on available funds at the time of the application (partial funding may be awarded).

Notification

The applicant will be notified of the committee's decision within three (3) weeks after receipt of the application either by e-mail or phone. If the application is approved, further instructions will be given to the applicant, such as the type of paperwork that is needed to process his or her request.