The University of Wisconsin-Platteville
Guidelines for
Academic Staff Professional Development Program (ASPD)
Revisions approved by Academic Senate 3/4/13

I. Objectives of the UWP Academic Staff Professional Development Program

Professional development opportunities are an important component of an effective personnel management system. Such opportunities enable staff to increase their effectiveness by expanding knowledge in their areas of expertise, by refining and developing skills, and by enhancing staff morale. The critical functions performed by academic staff require that professional development opportunities be available for institutional as well as individual reasons.

The UWP Academic Staff Professional Development Program has been established to facilitate individual professional development that contributes to the institution’s needs for quality teaching, improved service and flexibility. The program has the following main objectives:

Individual Professional Development. The program should provide an opportunity for academic staff to enhance their effectiveness in meeting changing needs and roles in higher education. Meeting such needs is a concern for higher education, for UW-Platteville, and is a particular concern of individual academic staff members in their own career development.

Improved Program Quality. Staff professional development opportunities should contribute to improving program vitality during a period of anticipated resource constraints and rapidly changing administrative and educational needs.

Improved Institutional Effectiveness. A staff professional development program should specifically enhance and refine those abilities most directly related to the mission and goals of UW-Platteville.

* Proposals that address issues of gender, race and ethnicity or are specifically designed to improve the inclusive environment on campus are encouraged.

The primary focus of the plan should be on training and/or retraining to improve the effectiveness of academic staff in their current roles. Proposals for enhancing abilities that enable a staff member to compete for more responsible positions will be eligible for support but will have second priority. The program will not provide leave for formal study leading to a degree.

II. Eligibility

Academic Staff with faculty status are ineligible for the Academic Staff Professional Development Program. Academic staff must have been employed at UWP for a minimum of one academic year, and must be employed 50% or more in order to apply.

III. Funding Provisions

This program is intended to supplement, not to supplant, institutional staff development programming. Departmental and/or college financial support will strengthen your grant proposal. UW-Platteville will continue to be responsible for providing existing institutional resources to support development efforts such as attending professional meetings. The fee/tuition reimbursement program that is available, for credit bearing programs through the Provost’s office as part of GAPP 25, will continue to operate as an institutional effort, except in specific cases where a proposal is funded through the UWP Professional Development Program.

ASPD Guidelines, Page 2
Arrangements for handling the workload of a successful applicant must be stated in the proposal if release time is requested. Proposals involving travel must conform to the UW System Travel Regulations, Financial Policy Paper 36 (Rev.9).

IV. Procedures and Timetable

Part I of the program will include development projects that begin on or after July 1 and end by December 31. Proposals that span two semesters (i.e. begin before December 31 and end by June 30) will be considered in Part I. Each year proposals will be submitted to the Academic Staff Professional Development Committee no later than noon on the third Friday of April for Part I of the program. Part II will include development projects that begin on or after January 1 and end by June 30. Proposals will be submitted no later than noon on the first Friday in November for Part II.

Submit grant proposals to the Academic Staff Professional Development Committee, who will review, screen, prioritize and submit them to the Academic Staff Senate. Proposals recommended by the Senate will be sent to the Vice Chancellor for approval.

PROGRAM CATEGORIES - Your proposal should fulfill one or more of the following:
1. Formal training of staff members in areas related to their teaching, service, or administrative specialties.
2. Formal training of staff members in new and expanding areas within their own specialties.
3. Exchange programs with other universities.
4. Research and extension.

SEND ORIGINAL PROPOSAL PLUS FIVE (5) COPIES TO – Chair of the Academic Staff Professional Development Committee.

V. Format for Proposals

Proposals for the UW-Platteville Academic Staff Professional Development Program must be typed on the hard copy or the web’s form (http://www.uwplatt.edu/sponprog/ASPD.html) and include all of the following:
1. ASPD Cover Page (Page 1)
2. ASPD Proposal Budget (Page 2). This should be signed, dated by supervisor of applicant.
3. ASPD Proposal Outline (Page 3)
4. ASPD Follow-Up Evaluation (Page 4). This should be signed and dated by the academic staff member who is submitting the grant.
5. The conference brochure, registration and/or support materials should be the last item(s) attached to the grant application. (If current year’s information is not yet available, submit last year’s.)

VI. EVALUATION CRITERIA

Proposals will be evaluated by the Academic Staff Professional Development Committee on the basis of these criteria:
1. How important are the needs of the applicant, the department, and the University?
2. How well are the needs met by the benefits for the applicant, the department, and the University?
3. How well do they justify the cost?
4. Does the applicant have the Department’s financial support?
5. A complete proposal includes the five items listed in Part V above.
GRANT APPLICATIONS WILL BE RANKED ON THE FOLLOWING CRITERIA:

0 = Poor  1 = Fair  2 = Good  3 = Very Good  4 = Excellent

1. How well is the proposal written and the activity defined? Does the proposal include all requested items? ______ 20%

2. How well does the activity benefit
   - The individual ______
   - The department/unit ______
   - The university ______
   Average of the above three ______ 20%

3. How well do the benefits justify the cost? ______ 20%

4. Does the proposal have the financial support of the department? ______ 20%

5. Has this person been approved for a grant within the last 3 years? ___ Yes ___ No
   1 year = 0 points  2 years = 2 points  3 years = 3 points  4 years+ = 4 points
   Approval Date_________________ 20%

TOTAL (20 POINTS MAX) = ______ / 20 POINTS

VII. Review and Approval
    The Academic Staff Professional Development Committee will review the proposals and transmit their recommendations to the Provost no later than the second Friday in May for Part I proposals and the second Friday in December for Part II proposals. The Provost will inform the applicants of the decision within two weeks of receipt of the committee's recommendations. Upon approval and travel, all travel expense reports with accompanying receipts need to be sent to the Provost's office.
University of Wisconsin - Platteville
ASPD COVER PAGE

1. Name(s) & Title(s) of applicant(s):_____________________
   __________________________________

2. Department:________________________  3. Years of Service:_____________________

4. Title of Proposal:________________________

5. Dates: __________________  Location of activity: ____________________________

6. Paragraph abstract of proposal (50 words or less). ________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________

7. Have you been approved for an ASPD grant within the last three (3) years?
   □ Yes  □ No  □ Unsure  Approval Date:___________  Amount:________________

   Did you submit a final evaluation for that grant?
   □ Yes  □ No

8. **Budget Summary**

   **Total Budget**

   A. Total Cost of the workshop, conference, project, etc. (Page 2, line 6) $____________

   B. Department Support (Page 2, item B) $____________

   C. UWP Grant Request: A minus B $____________
ASPD PROPOSAL BUDGET PAGE

Fill out completely and please be specific on all travel costs. You must follow the UW System Guidelines for Travel found at the web site http://www.uwsa.edu/fadmin/travel.htm. Describe each section.

TOTALS

1. Registration/Tuition: $__________________
   (Tuition reimbursement for courses may be available through the Vice Chancellor's/Provost's Office. Please verify the request and approval/denial of this funding prior to completing this budget page. If approved, do not include that figure in the total.)

2. Travel: $__________________
   Indicate University vehicle, air, etc. (Contact travel agent, ie: Cable Car for airfare.)
   Please itemize to include University vehicle/mileage, or personal vehicle/mileage, airfare, etc.

3. Lodging (Include hotel tax in total cost of room.) $ ___________________
   _____ Nights @ $ __________ = $ __________
   Name of Hotel: __________________________ At the conference site? ___Yes ___No ___N/A

4. Meals (See website for more information-some cities are designated as “high cost”)
   - Lodging less than $62: Breakfast $8.00 Lunch $9.00 Dinner $17.00 Total $34.00
   - Lodging $62 or more: Breakfast $10.00 Lunch $10.00 Dinner $20.00 Total $40.00
   Breakaths @ $ __________ = $ __________
   Luncches @ $ __________ = $ __________
   Dinners @ $ __________ = $ __________
   Total Meals $ __________

5. Miscellaneous (Parking, taxis & tips, etc.) Total Miscellaneous $ __________
   Please itemize___________________________

6. TOTAL COST $__________________

<table>
<thead>
<tr>
<th>A. Total Cost</th>
<th>B. Dept. Support Recommended</th>
<th>C. UWP Grant Request A minus B = C</th>
</tr>
</thead>
<tbody>
<tr>
<td>$___________</td>
<td>$___________</td>
<td>$___________</td>
</tr>
</tbody>
</table>

Signature of Supervisor __________________________ Date ______________________________

YOUR SUPERVISOR’S SIGNATURE IS REQUIRED. Carry all figures to Page 1, item 8, Budget Summary.
ASPD PROPOSAL OUTLINE

COMPREHENSIVELY describe the following items on one or two pages. You must follow the sequence of this outline. Attach no more than two additional pages.

I. INTRODUCTION - Describe the:
   A. Activity
   B. Program Category or Categories that apply (Refer to Page 2 of the Guidelines)

II. NEEDS & BENEFITS - Describe the needs of and benefits to the following:
   A. Applicant
   B. Department/Organization (If your department/unit is offering financial support and approval, include the signature and date of your department chair or supervisor on the budget page.)
   C. University

   * Proposals that address issues of gender, race and ethnicity or are specifically designed to improve the inclusive environment on campus are encouraged.

III. Attach a copy of the brochure, flyer, registration information, etc., or supporting documentation explaining project/research if not a conference. If a current brochure, flyer, registration information isn’t available, please submit one from a previous year.
I will submit a written evaluation electronically to the Chair of the Academic Staff Professional Development Committee within THIRTY (30) days after the completion of the activity.

Note: Failure to complete this evaluation will jeopardize future grants.

My written evaluation will include:

A. A CRITIQUE of the activity itself, including:

1. General review; for example, sessions attended, skills/techniques learned, strong and weak points, etc.

2. How it fulfilled the needs identified in the proposal of the
   a. applicant
   b. department/organization
   c. University

B. A detailed DESCRIPTION of how the recipient:

1. Plans to implement the skills/information gained from the activity to enhance the
   a. work of the recipient
   b. effectiveness of the department/organization

2. How this plan for implementation will benefit the
   a. applicant
   b. department/organization
   c. University

______________________________________________
Signature of Proposer

_____________________
Date