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**MEMORANDUM**

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**TO:** UWP EMPLOYEES  
**FROM:** FACULTY/STAFF PROFESSIONAL DEVELOPMENT SEMINAR COMMITTEE  
**SUBJECT:** FACULTY/STAFF PROFESSIONAL DEVELOPMENT SEMINAR PROPOSAL  
**DATE:** 12/26/2007

The purpose of the Faculty/Staff Professional Development Seminars is to provide UWP faculty and staff with the opportunity to engage in an annual discussion of issues of significance to the university community. All faculty and staff are required to attend the seminar. Due to constraints in faculty and staff scheduling, seminar proposals should be framed as a three-hour presentation to be given on the same day as the Convocation. Proposals that deal with university-wide issues are especially encouraged. Any UWP employee or group of employees may submit a proposal.

Proposals must be submitted to the Faculty/Staff Professional Development Seminar Committee. Those proposals which the committee deems to meet the criteria will be placed on an electronic ballot. All faculty and staff may rank the proposals in order of preference and/or provide comment on the electronic ballot. Results of the voting and a summary of the comments will be forwarded to the Chancellor. The Chancellor will make a final selection of the topic by March 1.

A proposal should consist of a short abstract of the proposed seminar, including the following:

- The name(s) and department(s) of the proposer(s).
- A description of the seminar topic.
- A description of how this topic fulfills a need of the university.
- A description of how this topic relates to the mission of the university.
- A proposed set of learning outcomes.
- Names and (if possible) contact information for any proposed speakers/facilitators.

Please send an electronic copy (Word format) of the proposal to Ben Collins by 5:00 p.m. on February 1, 2008. Late proposals will not be reviewed.

Questions about the process may be addressed to any member of the committee:

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