

UTHSC-COM-Chattanooga Staff Development Funds

Objective

The purpose of the UTHSC-COM-C Staff Development Program is to assist permanent staff in developing professional knowledge and skills by designating an allotted pool of funds available for staff development encompassing the following:

- Develop skills needed for changing needs and roles
- Enhance career goals
- Improve program quality
- Help the college fulfill its strategic plan, mission and goals

The amount of funding available may vary from fiscal year to fiscal year. All funded activities must take place from the current fiscal June close date to the next year's June fiscal close date. All reimbursement requests must be submitted by the June fiscal close date.

Eligibility

Staff must be at least .75 FTE to be eligible to apply for the award. They must have also successfully completed their 6-month probationary period.

Staff development requests will be limited to one request per staff member per fiscal year (July 1 – June 30) and the request will be for one professional development opportunity. In other words, multiple items should not be combined into a single request. Funding will be limited to one staff member per unit per conference each year. The Staff Development Funding Program aims to supplement funding for units that cannot provide opportunities without additional support.

Appropriate proposals include, but are not limited to:

- Attendance at conferences/workshops/seminars or taking a course to acquire specific skills or knowledge (not degree-seeking from an accredited college or university)
- Working toward a certification that is relevant to one's position and/or role

The following are **not** eligible for funding:

- More than two people from any one department/unit attending the same event/activity
- Funding the same event/activity more than two consecutive years
- Enrolling in a course as part of a degree
- Supplies
- Food beyond M&IE Per Diem Allowance
- CAP and TAGME Certification exam registration fees, per UT Policy

Development Award Size

Amounts requested will vary. To assure efficiency, requests should not be made for activities costing less than \$100, as these expenses could be absorbed by individual departments. Award amounts to individual staff will not exceed \$3,000 in a single year.

Proposal Criteria & Review Procedures

Funding is limited and awarded on a competitive basis. Budget amounts available may vary, based on number of awards approved and funds available for carry forward into subsequent years. Staff are eligible to be funded for one activity per fiscal year. All applicable UTHSC policies, rules, & guidelines as they pertain to travel (including pre-authorization) and other expenses related to professional development apply to all requests.

Staff members are encouraged to seek multiple sources of funding for professional development through their department or the university. The University supports the Career Development Fund and additional information can be found at the following link: <https://hr.tennessee.edu/eod/career-development-fund/>

Mechanism

An individual will submit an application and related materials to the Committee for Staff Development. Applications should indicate:

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Business rationale: 'How does this training relate to your job responsibilities and/or career aspirations within the Department/College?'

- How will the training benefit your unit: 'Will the training benefit one or more staff, students, or faculty in your unit? If so, how?'
- How will accountability be established: 'How will the awardee share knowledge learned and/or incorporate the new skills in current job?'
- How will job functions be covered while employee is absent (if applicable)?
- Dollar amount of request (including travel expense, conference registration, etc.)
- Supervisory and departmental approval of the request
- Additional funding (and sources) being applied to the request
- Conference/course documentation to support request

Evaluation

Evaluation and approval of requests will be the responsibility of the Committee for Staff Development Funds. This Committee represents a cross-section of employee types and job knowledge across the College. The Committee establishes criteria for review and approval of requests, with guidance from the Assistant Dean for Finance and Administration. Priority will be given to staff members who are presenting at a conference. The Committee will review requests monthly, and manage the annually allotted professional development budget. Once the Committee approves applications, they will be submitted to the Assistant Dean for Finance and Administration for final approval and notification of decision to the applicant.

If a committee member would like to apply for funds, they will excuse themselves from the review of their application.

Final Reporting

All staff receiving professional development funding from this program will be required to report their outcomes from the professional development activity within a month of the activity completion. Recipients of staff development funding may be asked to present information learned to different groups of staff and/or faculty at various meetings.