



Description

The Staff Council Professional Development Fund was created through the cooperation of the President’s office and Staff Council’s Personal and Professional Development Committee, in order to increase funding opportunities for qualified UVM staff members seeking to participate in trainings, conferences, or other professional development opportunities.

Eligibility

Full- and part-time, permanent, non-represented UVM staff who have completed their probationary period are eligible to apply. Applicants may only request funding for an event or opportunity that takes place **after the award date** of the quarter during which they are submitting an application.

Application Process

1. Determine eligibility.
2. Fill out application. Each person is required to fill out their own, individual application.
3. Receive approval and a signature from your supervisor.
4. Submit application to staff.council@uvm.edu or bring it to the Staff Council Office, 313 Waterman (check our website for our current opening hours).
5. If awarded money, you and your supervisor will receive an award letter via email, which will include instructions regarding the proper use of funds and what to do with excess or unused funds. The Staff Council recognizes that the amount awarded may not be sufficient to cover the costs for a particular opportunity, and therefore would like to encourage the awardee’s department to consider supplementing or matching the award.
6. Upon completion of the professional development opportunity, please supply Staff Council with a brief description of the experience and how it benefited you and/or your department.

Rubric

The rubric system which the Committee will use to determine awardees is available on our website: www.uvm.edu/staffcouncil/ and click on 'Funds and Awards.'

FAQ

- *Can union members apply?* Members of UVMSU, UE267 or Teamsters are not eligible.
- *How many times may I apply?* You may apply once per application period. If awarded funds, please wait one year to apply again.
- *I require more than \$500. Can I still apply?* Yes. We encourage you to ask if your department is able to supplement or match the amount of any award you receive from Staff Council.

Deadlines

There are four application periods per year:

Applications Open	Applications Close	Awards Announced
June 1	July 31	August 31
September 1	October 31	November 30
December 1	January 31	February 28/29
March 1	April 30	May 31



University of Vermont
Staff Council

Staff Council Professional Development Fund Application

1. Name: _____ 2. Date: _____
3. E-mail: _____ 4. Work Phone: _____
5. Department/College: _____
6. Position Title: _____
7. Date of hire at UVM: _____ 8. Date of hire in current position: _____
9. Are you a UVMSU, Teamsters or UE267 member? _____
(Staff members who belong to these unions are not eligible to apply)
10. Have you applied for this fund before? _____
- 10a.** If yes, how many times have you **applied** for this fund? _____
- 10b.** If yes, list dates when you received award(s) from this fund? _____
11. Full name (no acronyms) of opportunity for which you are requesting funds:

12. Anticipated dates of opportunity: _____
(Dates must be after the award date for the quarter in which you are applying)
13. Please provide a **brief** description of the opportunity: *(max 50 words)*
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14. Please describe the benefits which you, your department, and/or the campus will derive from your participation in this opportunity: : (max 200 words)

15. Please list all anticipated expenses and **include the total amount**:

Item	Amount	Description
Airfare/Bus/Train Tickets		
Driving (mileage, gas)		
Fees/Registration		
Meals		
Lodging		
Other		
TOTAL:		

16. Please describe any funding your department or unit offers for **this** staff professional development opportunity, including whether you do/do not expect to receive such funding, and why.

17. Please list all anticipated **sources of funding** for this opportunity, and amounts:

Funding/Source	Amount	Notes
Department/Unit		
Self		
Prof. Development Fund		

18. Amount requested: (Max \$500)

19. If applicable, please generate a list of all **internal** professional development activities you've participated in at UVM. To do this, go to myuvm.uvm.edu --> PeopleSoft --> Human Resources --> UVM Learning & Degrees --> Training Summary --> Print --> Save as PDF.

Include this list with your application, and write the Avg/year No. of items in the list:

20. If you have **not** participated in internal professional development opportunities, please describe any barriers you've encountered in accessing relevant internal opportunities.

21. Please **count** all **external** professional development courses you have taken **in the past 3 years** (Opportunities **not** sponsored by UVM, whether on or off-campus) and the Avg/year No. here:

Please briefly list these external opportunities, or describe any barriers you've encountered:

22. Is there anything else you would like the Professional Development Fund Committee to know?

Applicant Signature

Date

FOR THE APPLICANT'S SUPERVISOR:

YES or NO: This professional development opportunity is directly related to the applicant's role at UVM (*as per the rubric, this is a secondary ranking tool and will not affect the applicant's eligibility*):

Supervisor Name

Supervisor Signature

Date

Applicant: Please submit this application to staff.council@uvm.edu
or to the Staff Council Office in Waterman 313.