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Overview

The Staff Advisory Council (SAC) Professional Development Program (PDP) was established to help provide Florida Gulf Coast University (FGCU) staff opportunities for professional development. The goal of the program is to assist staff with covering the cost of professional development opportunities that would not be possible without financial assistance. The opportunities must be directly related to career goals and current job responsibilities at FGCU. Awards are determined based on application information, including a synopsis detailing professional background, career goals, the potential impact of the professional development opportunity, and a completed form from the applicant's supervisor acknowledging support for the applicant to attend the specified professional development opportunity.

Staff categorized as Support Personnel (SP) and Administrative & Professional (A&P) are eligible to apply as long as the professional development opportunity occurs by May 31, 2020. Future SAC PDP funding will be determined based on the use of funds during 2019-2020. Each staff member selected will receive up to two thousand dollars (\$2,000) toward their professional development opportunity in the form of an expenditure transfer (journal voucher) for departmental reimbursement with a copy of Travel Reimbursement documentation and approved receipts (air, hotel, conference registration, taxi, parking, mileage, etc.) Meals are not reimbursable outside of the regular state meal reimbursement program. Funds cannot not be disbursed prior to the date of the professional development opportunity and will only be issued to reimburse costs directly associated with the professional development opportunity. Journal transfers can only be issued to departments with proper documentation to E&G, Concession, Auxiliary, and A&S accounts. **Applicants for the PDP award must send their application materials to the Staff Advisory Council via email (sac@fgcu.edu) on or before:**

September 15

November 15

January 15

March 15

All submitted materials will be reviewed by the SAC Professional Development Program Committee and award notifications will be sent within 14 business days of each deadline. Applicants are advised not to make financial commitments based upon the expectation of earning a SAC PDP award.

Eligibility

- Applicant must be a current Support Personnel (SP) or Administrative & Professional (A&P) staff member employed at FGCU for more than one consecutive year.
- Professional development opportunity must occur by May 31.
- Request must fit within spending guidelines for Education and General (E&G) funds.

Application Materials

1. Supervisor form - each applicant must provide a signed copy of the supervisor form from their supervisor confirming their approval of the applicant's ability to attend the professional development opportunity.
2. Completed Budget Estimate Worksheet for Professional Development
3. Responses to four (4) application questions.

Applicant Questions

Please outline and respond to the following questions as part of the application:

1. What is the professional development opportunity for which you are requesting funds to attend?
 - Name of seminar/conference
 - Location
 - Date(s)
2. Are you presenting at this conference? If so, what type of presentation is it and what is the title? (poster, concurrent session, round table discussion, etc.)
3. How much does the professional development opportunity cost? Please include all associated fees (travel, registration, meals, lodging, etc.) and the website address, or a scanned copy of the professional development opportunity agenda with your submission (if available). If your request amount is over \$2,000, what amount is covered by your department?
4. What will you gain from participating in this professional development opportunity? Briefly share professional background, career goals, and how the potential professional development opportunity will impact applicant's career goals and current position at FGCU.

Award Criteria

The voting members of the SAC Professional Development Program Committee will be comprised of current SAC Representatives and at-large staff members. None of the committee members will be current PDP applicants.

All complete applications are reviewed by voting members of the SAC Professional Development Program Committee for each of the materials using the evaluation rubric. See rubric for evaluation details.

Award Requirements

SAC PDP award recipients must provide SAC with the following documents upon completion of professional development:

- Complete a survey evaluating participant’s experience in the professional development opportunity.
- All receipts eligible for reimbursement (Do not include meal receipts).
- Completed Travel Reimbursement paperwork.
- Department FOAPAL for journal voucher transfer.
 - SAC is only able to transfer funds to an E&G, Concession, A&S, and Auxiliary accounts. No transfer can be made to any University Foundation or to Contracts and Grant accounts.

The applicant must submit their survey and receipts to the SAC Professional Development Program Committee Chair within ten (10) business days of their return from the professional development opportunity. Failure to provide the required documentation within ten (10) business days of the applicants return will void the award and the funds will be awarded to a new PDP applicant.