

# STAFF PROFESSIONAL DEVELOPMENT FUND

## FUND GUIDELINES

### I. Funding Purpose

The SAC Professional Development Fund is a one-year, pilot program to support *in-depth, job-specific and domain-specific* professional development opportunities for UNO staff not available through other programs (Re-Imagining U, Employee Tuition Scholarship) or departmental funds. The program funds professional development requests for training during FY 2020-2021 and offers up to \$2,000 per staff member.

#### Types of training funded:

Professional development activities should be related to the employee's current job responsibilities and duties, increase the employee's job skills and productivity, or in another way enhance the employee's value or contribution to the department or university. Examples include, but are not limited to, the following:

- Conference costs (registration fee, lodging, transportation to out-of-town conference locations)
- Professional certification exam costs, including test preparation classes
- Continuing education class requirements (post-certification)
- NBDC courses
- CPR/AED first aid training if the individual's department will not cover the cost.
- Tuition for courses at local community colleges for a specific job skill (e.g., creating dashboards, data analysis, etc.) where the course is not available at UNO or via NU distance education class offerings.
- Only individual applications will be accepted. Group requests (e.g., 2+ employees in a department attending the same training) will not be accepted as a single request.
- Other job-related or domain-specific opportunities not available to UNO staff through other means.
- Note: Individuals may submit requests for multiple trainings in a single application if they are related to the same subject matter or skill set. For multiple unrelated trainings, separate applications are required for each training requested.

#### Types of training NOT funded:

- Duplications of trainings already offered through other UNO initiatives (e.g., Re-Imagining U, tuition for NU institution courses in a degreed program (NU employee scholarship)).
- Books and fees for NU institution courses or community college courses.
- Costs for travel to training that can be reasonably obtained locally or online.
- Meals, local ground transportation, parking fees for conferences and training events.
- Trainings or travel already completed before the award date.

### II. Eligibility

- 50% FTE or benefits-eligible employees classified as Office/Service, Managerial/Professional, or Non-academic Administrators. This includes NU employees housed at UNO who spend over 50% of their work time for UNO.
- Employee must be past the initial UNO probationary period (first 180 days) in their employment with the University and in current good standing with the University (not currently under any disciplinary action).
- Past awardees applying for funds must have completed the past award's final reporting requirement.

### III. Procedures

- Applications are accepted as long as funds are available. Applications are reviewed monthly. The program seeks to provide funding to a mix of staff by department, position, and job classification.
- Award procedures are reviewed annually, including award amount levels and limits.
- Employees must fully complete the online application to be considered for funding. The employee's supervisor must indicate approval of the request and verify that the staff member meets the program eligibility requirements as listed under Section II.
- **Awardees are required to abide by all University policies, travel procedures and guidelines.**
- Expense processing will be the responsibility of the awardee's department. Expenses will be charged directly to the SAC pilot program WBS whenever possible.

### IV. Funding Amounts Awarded

- Applications will be funded up to \$2,000 per award, based on the amount of funds available for the program each year.
  - Funds will be awarded before the training activity when necessary.
  - Travel funds will be reimbursed after travel has occurred and documentation is entered in the NU Concur system and approved. Any travel expenses over the awarded amount will need to be reimbursed by the staff member's department or paid by the individual.
- Funds awarded are available until the end of the fiscal year the application is approved.
- Funds awarded may impact your current/future tax situation. If you have questions about the tax ramifications of your award, the awardee should consult their accountant or financial planning representative.

### V. Selection of Awardees

- Applications will be reviewed on a monthly basis by the Selection Committee.
- The Selection Committee will consist of:
  - SAC PD Committee members
  - One UNO Human Resources representative in a non-voting, advisory role
  - One UNO Business and Finance representative in a non-voting, advisory role
- The Selection Committee must have a minimum of five voting members present to review applications at the monthly meeting.
- Selection Committee members will abstain from voting on their own funding applications.
- All employees and their immediate supervisor will be notified by e-mail of the committee's decision.
- All award decisions are final; there is no appeal process on unfunded applications.
- The Selection Committee will provide feedback to applications that are not funded.
- Employees with unfunded applications can re-apply for funding at subsequent monthly award cycles.
- Applications will be reviewed based on 1) adherence to eligibility criteria; 2) how closely the application aligns with employee's current job responsibilities and duties, increases the employee's job skills and productivity, or in another way enhances the employee's value or contribution to the employee's department and the University. *The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, relation, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.*
- Program guidelines and award terms may be subject to change during the pilot program. If any changes do occur, they will be posted on the SAC PD Fund webpage, with a timestamp included. Applications must abide by the terms most recently listed on the webpage at the time the application is submitted.

### VI. Reporting/Outcomes

- Awardees are required to complete a program survey to SAC within 30 days of the funded training activity.
- Metrics to measure program success
  - All available funds awarded by the end of the pilot program.
  - At the end of the pilot program, a comprehensive list of 1) recommendations for making the program permanent and 2) considerations for scaling the program to other NU campuses will be drafted and shared with NU leadership.
  - All pilot program-funded awards will align with one or more UNO Strategic Planning areas (Student-Centeredness, Academic Excellence, Community Engagement, Institutional Quality) and strategies (e.g., 2.6, 3.3, 4.1, 4.4, 4.8) under the strategic framework of Access & Affordability, Quality, Statewide Engagement, Workforce & Economic Development.

- Data collection for outcomes
  - Qualitative metrics include:
    - › *Awardee*: skills/knowledge learned; actionable benefits to the awardee, their department, UNO, and students; how the awardee found out about the PD Fund opportunity, and how knowledge obtained from the PD activity will be shared.
    - › *Supervisor*: value added/ROI to the awardee and the department; alignment of PD activity to UNO Core Values and strategic plan.
  - Quantitative metrics include the number of funding requests submitted, number of requests funded, average amount of funded requests, number of awards not used, an aggregate list of requests funded by department and by funding type, and an aggregate list of requests aligned to UNO Core Values (Excellence, Engagement, Inclusion, Discovery, Integrity, and Maverick Spirit).
  - Additional awardee demographic metrics (e.g., average number of University years of service, job classification) may be collected.
  - Additional metrics from UCOMM (e.g., number of MavDaily runs, page views, time on page) may be collected.
  - Collect based on fiscal year.
- Aggregate program outcomes will be disseminated to the UNO community and NU leadership annually.