

Development Awards



Individual Development Awards Program

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Program Guidelines

Objective

The Individual Development Awards Program is designed to support a variety of professional development projects or activities by assisting eligible employees to develop their full professional potential and to prepare for advancement. Full-time employees who accrue annual leave are not required to charge those credits for any project or activity funded by an Individual Development Award.

The Campus Professional Development Committee administers the Individual Development Awards Program on each campus. Proportional allocations are assigned to each Campus Professional Development Committee based on unit member population. The Campus Professional Development Committee is required to dedicate a minimum of 15 percent of the funds under this program to part-time employees. If applications from part-time employees amount to less than 15 percent of the total funds, then the remainder from the set aside amount can be reallocated to awards for full-time employees. On campuses where more than 35 percent of the faculty are part time, the Campus Professional Development Committee should consider increasing the portion of funds set aside for part-time awards.

The maximum amount that can be awarded for each employee under this program is \$1,000. Employees may only be funded for one project or activity per award period.

The types of support available include:

- Registration fees for conferences or workshops.
- Consumable and non-consumable supplies.
- Travel and related expenses (includes lodging and meals).
- Research-related supplies.
- Tuition at the maximum allowable SUNY rate at the time of application.

Eligibility

- Full-time or part-time employees.
- Full-time employees must be in the bargaining unit at the time of the award and during the dates of the project or activity. Part-time employees who meet the eligibility tests for 26 weeks coverage for health benefits, and are eligible for health benefits during the summer, will also be eligible for funding for a project or activity that occurs during the summer whether or not they are on the payroll.
- The proposed project or activity must:
 - Enable the employee to meet one or more of the criteria specified in the following SUNY Policies of Board of Trustees: Title A. Evaluation of Academic Employees, §4. *Criteria* (a) - (e); Title B. Promotion of Academic Employees, §2. *Criteria* (a) - (e); or Title C. Evaluation and Promotion of Professional Employees, §5. *Criteria* (a) - (e), of Article XII Evaluation and Promotion of Academic and Professional Employees, of the Policies of the Board of Trustees.
 - Meet particular areas of interest or activities within the categories eligible for support as identified by the Campus Professional Development Committee.
- Projects or activities must fall within the following categories:
 - Basic, applied, or historical research.
 - Curriculum or instructional material development.
 - Workshop, seminar, internship, or course work not covered by Article 46, Program for Tuition Assistance or SUNY tuition waiver.
 - Conference participation or attendance.
 - Preparation of material for publication.
 - Grant proposal development.
 - Artistic or creative endeavors.
 - Professional reading or independent study.
 - Other work-related professional development projects or activities.

Application Process

A completed **Application**, with attachments, must be submitted to the Campus Professional Development Committee. Each Campus Professional Development Committee sets its own application deadlines and priorities within the guidelines for awards. Campus committees will normally announce awards by May and November of each year.

Attachments:

- An updated brief curriculum vita.
- A description of the project or activity including:
 - Type of event, event site, and sponsor.
 - Whether the employee is presenting a paper or formally participating. If presenting a paper, the title of the paper and nature of the presentation must be provided.
 - A letter of acceptance of the paper being presented or other proposal. If acceptance is pending, the Campus Professional Development Committee should be notified of its receipt as soon as possible.
 - How this project or activity will further the employee's professional development or otherwise assist in preparing for advancement.
- A brochure, announcement, or other relevant material describing the project or activity. If material is not yet available, information should be sent as soon as possible.
- A list of other grant support for the project or activity.
- **Budget Summary**. Provide expenditures to be incurred to complete the project or activity.
- Additional information may be requested by the Committee.

Program Evaluation

There is no requirement to submit a Program Evaluation to the JLMC. Each Campus Professional Development Committee determines the type of evaluation to be submitted to the Campus Professional Development Committee upon completion of the project or activity.

General Program Information

The General Program Information section provides information pertaining to the disbursement of New York State/United University Professions Joint Labor-Management Committees' funds, including application follow-up, acknowledgement of committee funds, expenditure limitations, reimbursement of expenditures, equipment policy, and contacts.

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