

Professional Development Committee

The Professional Development Committee reviews, implements and makes recommendations for professional development and training programs which will improve job performance and assist employees in developing their full professional potential and in preparing for advancement.

Individual Development Awards Program

The Individual Development Awards (IDA) Program is designed to support a variety of professional development projects or activities for full-time and part-time academic and professional employees. The Individual Development Program is administered by a joint labor-management Campus Professional Development Committee which establishes application submission dates, processes, and reviews applications, makes awards, and notifies applicants pursuant to the review process.

Program Guidelines

I. Objective

The Individual Development Awards Program provides funds for projects or activities that will assist eligible employees to develop their full professional potential and to prepare for advancement. Employees who accrue annual leave are not required to charge those credits for any project or activity funded by an Individual Development Awards Program. The types of support available include:

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- Registration fees for conferences or workshops.
- Travel and related expenses (including lodging and meals).
- Tuition at the maximum allowable SUNY rate at the time of application.

II. 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 projects or activities.
- 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, even if they are not on the payroll during the summer.

The proposed projects or activities 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 49, Program for Tuition Assistance or SUNY tuition waiver.
- Conference participation or attendance.
- Preparation of material for publication.
- Grant proposal development.
- Artistic or creative endeavors.
- Other work-related professional development projects or activities.

Descriptions of the projects or activities 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, but no later than two weeks prior to the dates of the projects or activities.
- How these projects or activities will further the employee's professional development or otherwise assist in preparing for advancement.
- A brochure, announcement, or other relevant material describing the projects or activities. If material is not yet available, information should be sent as soon as possible but no later than two weeks prior to the date of the project or activity.
- A list of other grant support for the projects or activities.

III. Application Deadlines

The date for submitting a completed application with attachments is determined by the Professional Development Committee. The decision to fund an application is at the discretion of the Campus Professional Development Committee.

IV. Application Process

1. Read the [Application Instructions](#).
2. Read and understand the [General Program Information](#).
This provides information pertaining to the disbursement of funds, including application follow-up, expenditure limitations, reimbursement of expenditures, acknowledgment of committee funds, equipment policy, and contacts.
3. Fill out, print, and sign the Application.
4. Send the Application with required attachments, listed below, to the Campus Professional Development Committee.

V. Required Attachments

- A description of the proposed 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.
- An updated brief curriculum vitae.
- 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.

Additional information may be requested by the Committee.

VI. Funding

The Individual Development Program is funded through labor-management funds negotiated Article 21, Statewide Joint Labor-Management Committees of the Agreement between the State and UUP. Proportional allocations are assigned to each Campus Professional Development Committee based on the number of UUP-represented employees on a campus. The Campus Professional Development Committee is required to dedicate a minimum of 15% of the funds allocated to their campus to part-time employees. If applications from part-time employees amount to less than 15% 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% of the employees are part time, the Campus Professional Development Committee should consider increasing the portion of funds set aside for part-time awards.

VII. Awards

- The maximum amount that can be awarded for each employee under this program is \$2,000.
- Employees may be funded for up to two projects or activities, not to exceed a total of \$2,000 for the period of July 2, 2022 through March 31, 2023.

VIII. Application Deadlines

- The date for submitting a completed application with attachments is determined by the Campus Professional Development Committee.
- The decision to fund an application is at the discretion of the Campus Professional Development Committee.

IX. Program Evaluation

There is no requirement to submit a Program Evaluation to the NYS/UUP JLMC office. Each Campus Professional Development Committee determines the type of evaluation to be submitted to the Campus Professional Development Committee upon completion of the projects or activities.