

Staff Development Application

2025-2026

The Staff Development Committee is accepting proposals for Professional Development Grants. These grants are limited to \$2500.00. Any staff member who is interested in applying for one of these grants should fill out the form below and attach a rationale/description of the project proposal. The proposal should explain how the project relates to your position in the college and include a list of expenditures. There will be a total of three funding cycles. The application deadline for the first cycle will be October 3, 2025. The application deadline for the second cycle will be January 9, 2026. The third cycle of funding will have a deadline of April 17, 2026. Please forward your proposal elizabethknick@wvup.edu, wwalker1@wvup.edu and your division Dean.

Rules for Receiving Professional Development Funding

1. Applicants must have been employed by WVUP for a minimum of one year. Employees with less than one year of service may apply for funding to take a class or attend a seminar or other job-related training activity when required to do so by their supervisor. *(BOG Policy B-26)*
2. Development activities funded by the college must be job-related. Applicants who request tuition assistance for college credit should be working toward a degree in his or her field of employment or in a field designated by the supervisor. *(BOG Policy B-26)*
 - a. Graduate or undergraduate classes which aid in the development of the employee. These courses must be at West Virginia public colleges and universities unless an exception is approved by the President. *(AB policy #IV-19)*
 - b. Tuition Reimbursement Requirements
 - i. A copy of the transcript of the completed course(s)
 - ii. A copy of the tuition/fees for the course(s) completed

Date of request: _____ Phone: _____

Name of Applicant: _____ Title: _____

Division/Department: _____

Title of Project: _____

Date of Project: _____ Location of Project: _____

Total Amount Requested: _____

Purpose: _____

Please indicate whether the request is for a class, workshop, seminar, or conference and how it relates to your area of responsibilities and will enhance your job performance. For additional information refer to the Institutional Policy on Staff Development (Answer Book #IV-19)

Class ☐ Workshop ☐ Seminar ☐ Conference ☐ In-House Training/Webinar ☐

Please submit completed form to profdev@wvup.edu, elizabethknick@wvup.edu and wwalker1@wvup.edu before the deadlines listed on the website.

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Please explain how the above relates to your area of responsibilities and how it will enhance your job performance: _____

Registration Cost: \$ _____

Travel Cost: \$ _____

Lodging Cost: \$ _____

Per Diem Food Cost: \$ _____

Other (Please Explain): _____

What portion of the cost is the department willing/able to pay? \$ _____

Total Amount Requested: \$ _____

**If Multiple people are attending from one division, please put the name of the division and have your division Dean sign the form.*

Individual Requester Signature: _____

Division Dean/Supervisor Signature: _____

Guidelines for allocation of Staff Development Funds

- First come first served basis for classified and non-classified employees to attend workshops, seminars or other professional development programs designed to improve the effectiveness of staff in their current roles as well as promoting staff to compete for more responsible positions as they become available.
- In addition to conference, workshop or meeting registration fees, employees may apply for tuition, books and fees through application to the Staff Development Committee if there are no funds available from the WVUP Staff Council Employee Scholarship Fund which is administered via Student Financial Aid.
- Individual Departments may also make requests for in-house training which will benefit a larger number of staff.
- Depending on funds available, and requests received, Staff Development Funds will be awarded for the following:
 - Registration fees to a maximum of \$400.00 for seminars, workshops, and professional meetings. Requests over \$400.00 will be reviewed on an individual basis.
 - Books: maximum of \$200 per semester
- Funds will not be approved for seminars or conferences for which there are comparable seminars or workshops offered by the college, at no charge, to WVU-P employees.

Completed Staff Development Request Form with appropriate documentation will be forwarded Professional Development Committee email at profdev@wvup.edu or elizabethknick@wvup.edu and wwalker1@wvup.edu.

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