

Individual Development Awards Program **Program Guidelines**

The Individual Development Awards Program is the largest of all NYS/UUP JLMC programs. Proportional allocations are assigned to each campus based on the number of UUP represented employees on a campus. Award decisions and deadline dates are determined by each Campus Professional Development Committee.

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. 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 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 UUP-represented employees. The Campus Professional Development Committee is required to dedicate a minimum of 15% of the funds under this Program 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 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.
- 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.
 - Other work-related professional development projects or activities.

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, but no later than two weeks prior to the date of the project or activity.
- 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 but no later than two weeks prior to the date of the project or activity.
- A list of other grant support for the project or activity.

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.

Application Process

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.

1. Read the Application Instructions.
2. Fill out, print and sign the Application.
3. Send the Application with required attachments listed below to the Campus Professional Development Committee.

All required attachments listed below must be submitted with the application

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.

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 project or activity.