

# STAFF DEVELOPMENT

## Fort Hays State University

### Definition

Staff development is defined as any activity that encourages staff (University Support Staff and Unclassified Professional Staff) to acquire knowledge, skills, techniques, and attitudes that enhance individual professional development in providing effective service at Fort Hays State University.

Development is viewed as a process that is systematic and carefully planned.

### Criteria

1. Applications *must be submitted online using the Workday Workflow Purchasing Staff Development Funding Application Form* and will be initially screened based on the following criteria:
  - a) clear delineation of benefits to the department/area, division or university goals and objectives;
  - b) clear delineation of benefits to the individual and the job area.
2. Upon completion of the initial screening, the committee will identify topics/proposals of special interest which go beyond simple travel requests, including:
  - a) exploration of ideas, initiatives or other activities;
  - b) activities which add to a staff member's existing skills.
3. Final evaluation will focus on ranking the remaining proposals by employing the following criteria in no specific order of importance with the exception of letter a:
  - a) soundness and internal coherence of the applicant's written statement;
  - b) presentation of work-related subjects or other creative projects;
  - c) staff developing or renewing technical skills or management/leadership capabilities;
  - d) monies provided by the department and/or college as an indication of Chair/Dean Director/VP support and other efforts to seek external funding;
  - e) extenuating need linked to travel, scarcity of the development activity and membership in departments/units with small OOE budgets;
  - f) priority will be given to services and training not available on campus.

### Procedures

1. Complete the application *using the space provided* and include all requested information. Pay special attention to the following:
  - a) accuracy and completeness of application is considered. Be sure to include dates and location;
  - b) all expenses must comply with state guidelines;
  - c) if more than one individual is requesting support for the same activity, clearly indicate how costs will be shared;
  - d) the amount indicated in the Total Requested portion of the application form automatically subtracts other support from Total Expenses and is not editable. If you wish to request less than it shows, you may indicate this in the Additional Comments section.

2. **Applications must be approved by the Applicant, Chair/Supervisor and Dean/Vice President prior to travel or before the deadline date whichever occurs first.** Be sure to regularly check the approval status of your application to ensure all parties have approved the application before the Requested Date for Funding Review. If the Requested Date for Funding Review arrives and you still have an application on Workday Workflow that you will not be submitting, but do not wish to delete, please contact the Administration and Finance Office. Otherwise, please delete any forms you do not wish to submit now or at a future time.
3. Awards are capped at \$500.00 per person per fiscal year. The committee will have the option of reviewing extenuating circumstances for awarding additional funds.
4. Applications from employees on leave from the University will not be considered.
5. Once the application is submitted, it is editable only by the next approver. If you discover an error that does not substantially change your application, please contact the next approver or Sandra Stricker in the Administration and Finance Office. If it is a substantial change after approval, please inform all approvers of the change.

### **Funding**

The Staff Development Committee will review applications four times a year during the regular fiscal year. If approved, funding will be provided for a portion of the expenses. The Requested Date for Funding Review are September 1, November 1, February 1, and May 1.

## **E X A M P L E**

### **PROJECTED EXPENSES (Detailed Budget)**

	<b>Details</b>	<b>Amount</b>	<b>Shared Amount With Another Individual</b>	<b>Requested</b>
Registration/ Workshop Fee		\$65.00		\$65.00
Airfare	Roundtrip From Wichita, KS to Las Vegas, NV	\$300.00		\$300.00
Lodging	3 Nights @ (\$115 + 16% tax) + \$25*	\$425.00	\$212.50	\$212.50
Food	4 Days @ \$9.50 per quarter for Out-of-State Travel	\$152.00		\$152.00
Transportation	To and From Wichita Airport (350 miles @ .20)	\$70.00	\$35.00	\$35.00
Parking	Wichita Airport (4 days @ \$5 each)	\$20.00	\$10.00	\$10.00
Other (Specify)	Taxi roundtrip from Airport to Hotel	\$20.00	\$10.00	\$10.00
<b>Total Expenses</b>				<b>\$784.50</b>

**Additional Comments:**

All expenses must comply with state guidelines.

If you need to provide additional information about any expenses, please do so here:

\* There is a \$25 maintenance charge at this hotel.

Less Support from Department	\$250.00
Less Support from College	\$400.00
Less Other Support	\$0.00
<b>Total Requested From Staff Development</b>	<b>\$134.50</b>