

# Hampshire College

## 2018-2019 Staff Professional Development Application

Hampshire faculty and staff have been given a generous one-time gift of \$100,000 in professional development funds from an anonymous donor for use in fiscal year 2018-2019. Per the gift agreement, all funds must be spent by June 30, 2019. \$50,000 has been allocated to staff professional development, and a self-nominated committee of staff (henceforth “the committee”) has met to provide this model for distributing the funds to eligible staff.

### 2018 - 2019 Instructions

#### Eligibility

The \$50,000 pool of staff professional development funds is available to:

- benefit-eligible staff members who have successfully completed their probationary period;
- support job-related educational opportunities and related materials;
- pay for costs associated with trainings, seminars, webinars, conferences, classes on- and off-campus, and more!

#### Conditions

- Any expenditures must comply with the appropriate College policies.
- Each staff member is eligible to submit one application.
- Awards not to exceed \$1,000 per person.
- Applications must be submitted and approved prior to registration for the educational opportunity or acquisition of material.
- All awards must be spent by June 30, 2019.
- All awards are non-transferable.

#### Groups

Applicants are welcome to unite with other eligible staff members to submit a group application, which would pool their potential individual allotments into a single, larger sum.

#### Application Requirements

Applications will need:

- a financial breakdown of all expenditures involved in opportunity sought;
- signature of approval from one’s immediate supervisor;
- signature confirmation from one’s department budget manager that departmental money is not available to cover the full cost of the opportunity request;
- to be submitted via paper copy to Human Resources department in Blair Hall, or via email to [staffprodev@hampshire.edu](mailto:staffprodev@hampshire.edu).

## **Process**

- The committee will consider applications in the order that they are received.
- The applications will be reviewed in batches to allow for the possibility of both early and late in the year professional development opportunities.
  - Applications received by February 8, 2019 will receive decision notices from the committee via email by February 22, 2019.
  - Applications received between February 8 and March 8, 2019 will receive decision notices from the committee via email by March 22, 2019.
- If funds remain after all applications have been reviewed and approved as appropriate, the remaining funds will be spent at the committee's discretion to bring professional development opportunities to campus that all staff may access.

## **Questions**

The members of the committee are available to answer your questions!

Please call, email, or visit any committee member!

Maryann Markowski, President's Office

Krista Mazzuca, Human Resources

Greg Narleski, Student Rights and Responsibilities

## 2018-2019 Staff Professional Development Application

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

### Opportunity Description

Is this for:

Material (i.e. books, software, etc.)

Class or Course

Training

Webinar

Seminar

Conference

Other \_\_\_\_\_

Title: \_\_\_\_\_

Dates (if applicable): \_\_\_\_\_

Location (if applicable): \_\_\_\_\_

Please describe the opportunity for which you are seeking funding.  
(Feel free to attach documentation.)

Please describe how this opportunity relates to your work at Hampshire College. In what ways will this opportunity contribute to your skill set and experiences as a professional? How will this opportunity improve the service you offer to the College? How does this opportunity connect to Hampshire's mission and vision?

## Budget

Please list costs associated with opportunity (ex.: materials, fees, travel, etc.)

**Supervisor Signature:** You must obtain signature approval from your immediate supervisor.

"I hereby confirm that I am this employee's immediate supervisor, and that I support this employee's application and pursuit of this professional development opportunity."

Name (print): \_\_\_\_\_

Job Title: \_\_\_\_\_

Signature \_\_\_\_\_

**Budget Manager Signature:** You must obtain signature confirmation from your department's budget manager that departmental money is not available to cover any or all of the expenses of the professional development opportunity for which you seek this support funding.

"I hereby confirm that the departmental budget cannot cover any or all of the costs associated with this professional development opportunity."

Name (print): \_\_\_\_\_

Job Title: \_\_\_\_\_

Signature \_\_\_\_\_

**Submission Instructions**

Please submit your application via email to [staffprodev@hampshire.edu](mailto:staffprodev@hampshire.edu) or via paper copy to the Human Resources department in Blair Hall.