



WAYNE STATE Office of the Provost

Academic Staff with ESS Professional Development Program

Program Deadlines

Fall Semester Deadline: October 31

Winter Semester Deadline: February 15

Spring/Summer Deadline: May 15

Wayne State University is committed to supporting the professional development of its academic staff who have achieved employment security status (ESS). As part of this endeavor, the Office of the Provost invites applications for the Academic Staff with ESS Professional Development Program, for which a total of \$25,000 per year is budgeted for academic staff with tenure or ESS (Article XXIV.II.A.3) in WSU-AAUP Collective Bargaining Agreement (CBA).

The Academic Staff with ESS Professional Development Program provides funding for regular full-time Academic Staff with tenure or ESS who are represented employees as per Article I.B in the WSU/AAUP CBA. The program provides funds for these academic staff to engage in professional development activities, including but not limited to:

1. Workshops, seminars, conferences, or consultation sessions in which the academic staff member will be primarily developing new skills in research/scholarly/creative methods, teaching and learning, community engagement, or other skills to enable their own professional growth;
2. Online professional development seminars, bootcamps, and conferences;
3. Training to increase one's knowledge, facility, and skill regarding diversity, inclusion, accessibility, and equity;
4. Leadership development costs for programs including but not limited to those delivered by professional societies, Higher Education Resource Services (HERS), American Council on Education (ACE), Executive Leadership Academies (ELAM, ELATE), and costs associated with release time for Wayne State University's Academic Leadership Program, which is sponsored by the Office of the Provost.
5. Supplies may be requested only under exceptional circumstances, and a very strong rationale must be provided for why these supplies are required for the professional development activity. Preference for funding is for activities listed above, so in some years, funding for supplies will not be supported. All equipment, including

computers and printers that are purchased with these funds, remain the property of WSU.

Awards may not exceed \$3,500 for academic staff. The amount of an award may be less than that requested due to the limited funds available. Funding must be expended by the end of the fiscal year in which it was granted.

The Office of the Provost will review and prioritize the proposals. The major funding criterion shall be the extent to which the professional development activity supports the success of the academic staff member with ESS.

Process for submitting Professional Development Applications:

- Applicants are required to send a single PDF file that includes the cover page, completed application, and the WSU formatted Professional Record of the applicant **to their department chair/associate dean.**
- Once the department chair/associate dean has signed and approved the application, chairs/associate deans must forward applications for School/College review.
- Schools/Colleges are responsible for forwarding all approved applications to the [Assistant Provost for Faculty Development and Faculty Success](#) by 5 PM on one of the aforementioned two annual deadlines. Late or incomplete applications or applications that do not follow the proper format will be returned without review.
- Awards will be announced approximately one month after the deadline.

Please email the [Assistant Provost for Faculty Development and Faculty Success](#) if you have questions regarding this program.

Instructions for preparing the application:

Each application should be in the form of a proposal not to exceed five (5) pages, excluding the Application Cover Page and WSU Professional Record. All items must be completed. Proposals exceeding limits or otherwise not fulfilling the application instructions will be returned to the applicant without review.

The body of the proposal should include all of the following information labeled with these headings and in the following order:

- Attached application cover page (each item on the cover page **must** be completed)
- Professional Development Plan, including:
 - Description of Activity
 - If applicable: A letter of support from the proposed consultants is required and should include the duration, location, and nature of the consultation
 - Rationale for the activity including how the activity will contribute to applicant's professional development
 - Plans to disseminate professional development learning to the WSU community
 - Timeframe
 - Place where work will be performed
 - Budget justification (Include estimated daily expenses for meals, transportation, lodging, registrations, per hour consultation charges, registration fees, etc....). Note that cost-sharing from grants/departments/schools/colleges/units is viewed favorably during application review.
 - If release time is required for the professional development activities, please indicate that you have spoken with your supervisor(s) about this application and that they have approved the release time if funds are granted.
- WSU Professional Record ([Academic Staff Template](#))
- (***Beginning Winter 2021***) Any request involving travel must include an approved travel request from the School/College/Division.

WAYNE STATE UNIVERSITY
Academic Staff w/ ESS Professional Development
Application Cover Page

APPLICANT INFORMATION	
Name:	
Rank/Title:	
Department (if applicable):	School/College/Unit:
Campus Address:	Email:
Years at WSU:	Years in current rank/title:
Applicant signature:	
PROFESSIONAL DEVELOPMENT INFORMATION	
Title of Project:	
BUDGET	
Travel	\$
Training program costs	\$
Other (explain)	\$
Other (explain)	\$
TOTAL	\$
APPROVALS	
Department Chair Name:	Email:
Signature:	
School/College Dean Name:	Email:
Signature:	