Program:
The Division of Academic Affairs is pleased to provide funding to support staff professional development related to enhancing employee effectiveness. Categories for which funds may be used include, but are not limited to, training programs, conferences, relevant research projects, staff retreats, team building activities or an in-service training. Proposals will be reviewed by a Grant Proposal Review Committee comprised of staff from across the Division.

Eligibility:
All CSU San Jose staff employees in the Academic Affairs Division with a minimum of 1 yr. of state service are eligible and invited to submit proposals, either individually or as a group. Students/student assistants and temporary employees are not eligible.

Deadline:
Signed proposals must be received in the Provost Office or by email to provost@sjsu.edu no later than 12 pm, March 19. Late proposals will not be accepted.

Budget:
The maximum grant amount is $1,500 for individuals and up to $5000 for group proposals. Please be aware that due to limited funds, full funding is not guaranteed so departmental or college support is encouraged.

Criteria & Priority:
Staff professional development will be construed in the context of direct enhancement of employee effectiveness. The committee will consider potential for impact and relevance of the activity to the individual’s role and division’s priorities. Proposals will not be approved if comparable activities are provided by SJSU through Human Resources, Center for Faculty Development, Skillport, or other means (e.g. your dept./college).

Proposal Format:
Proposals must be typed and limited to no more than one page. Signature of the chair/ supervisor is required for all individual proposals. Please include supporting documentation such as an invitation, brochure or webpage with description of the conference/class/activity.

Expenditures:
All funds must be expended by August 31, 2018. It is important to pay close attention to Procurement’s end of year processing deadlines. Funds will be transferred to the colleges. Recipients who do not use the funding allocation should notify provost@sjsu.edu at 924-2400.

Professional Development Report:
Recipients are required to provide a written report to their supervisor and the Provost Office (provost@sjsu.edu) within 30 days of the activity and no later than August 31, 2018. The report should summarize the activity and how it contributed to the department/college’s mission and/or SJSU’s Four Pillars of Student Success. Report activities may be published on the Division website and newsletter. Failure to submit the report may affect future grant awards.

Questions:
Consult the FAQ page at: http://www.sjsu.edu/provost/academic_affairs/professional-development/index.html. Questions, contact Jessica Larsen at 924-2400 or provost@sjsu.edu.