Clemson University SDP Application Guide

To assist you in completing the

SDP application

Objective
Successfully Complete SDP Application

- ✓ Why apply?
- ✓ Verify your eligibility for the SDP
- ✓ Understand the program requirements
- ✓ Understand how to apply
- ✓ Understand employee and supervisor acknowledgements
- ✓ Understand the FY17 timeline
- ✓ Understand the rubric that will be used to rate your application
- ✓ Understand how to accurately complete the employee information
- ✓ Understand the project plan
- ✓ Understand how to articulate your goals
- ✓ Understand how to identify and formulate your proposed activities and where to get additional assistance
- ✓ Understand the program deadlines and where you can get additional help to complete your application

Why Apply: Quotes from participants

- "My SDP service allowed me to be a part of making Clemson University a safer place."
- "The best part of the SDP was doing things I never would have gotten involved with otherwise."
- "The SDP gave me the motivation to step outside my comfort zone."
- "I will continue to volunteer my time and efforts to help make a difference in others' lives."
- "I'm glad I had the opportunity to expand my knowledge & meet other people across campus."
- "I became aware of service and learning opportunities and I will continue to take advantage of those. "
- "Participation in this program is going to open doors I have been knocking on for awhile."
- "The SDP gave me the motivation and purpose to take on new challenges."
- "SDP allowed me to strengthen existing working relationships and develop new relationships."
- "I will continue to represent the University in a positive, collaborative and learning manner."
- "I learned so much. The SDP can benefit you. It really helped me."

Are you eligible?

You must meet ALL the following criteria:

1. Participant must be in a full-time, permanent position with standard hours of at least 30 hours per week for at least five years at Clemson as of April 5, 2016. Service time for work in a position that had standard hours of less than 30 hours per week will not count towards years of service when determining eligibility for the SDP. Employees currently in a FTE position may count years of service in a temporary position if the temporary position had standard hours of at least 30 hours per week.
2. Participant is not currently receiving retirement benefits (SCSRS, PORS or State ORP).
3. Participant must have been in current position number at least one year as of April 5, 2016.

4. Participant received at least a "Successful" on EPMS evaluations for 2014-15 and 2015-16 and has received no documented disciplinary actions* through Human Resources within the past year as of April 5, 2016. (Does not apply to documentation of oral reprimand)
5. Participant has received no permanent salary increase (except state-mandated cost-of-living adjustments, additional duties or market equity) totaling 10 percent or greater within the last years, as of April 5, 2016.
6. Participant is not at the top of his/her pay band (Pay band restrictions do not apply to unclassified staff positions).
7. Participant accepts that if the 10 percent salary increase, up to $4,000, would place him/her above the top salary for current pay band, applicant will only receive the part of the increase that would bring salary to the top of current pay band (Pay band restrictions do not apply to unclassified staff positions).

Graduates of the program are not eligible to reapply. Participants who completed a reasonable amount of progress toward completion of their approved plan, who withdrew from the program due to extenuating circumstances and whose withdrawal was approved by the SDP Steering Committee may reapply.

*ONLY documented disciplinary actions sent to the Office Human Resources for the official personnel file are considered. Any employee has the right to review their permanent, official HR file in the Administrative Services Bldg. Please contact the Office of Human Resources if you have any questions.

Program Requirements

- ✓ Professional Development (a minimum of **74** documented contact hours)

- ✓ Personal Development (a minimum of **26** documented contact hours)

- ✓ University/community-related service (a minimum of **40** documented contact hours)

- ✓ Core curriculum (a minimum of **10** documented contact hours)

You understand that you must complete *all* of the following requirements of the Staff Development Program or you will not receive the specified increase in your salary:

1. I understand I must fulfill the program requirements as indicated by the SDP 2016-17 guidelines.
2. I understand I must continue to fulfill my regular job duties to the satisfaction of my supervisor during the period of my involvement in the SDP.
3. I understand I must create and maintain detailed documentation of how I have completed the requirements of the program.
4. I understand while supervisors may grant some leeway to permit SDP activity during work hours, they are under no obligation to do so.
5. I understand I must create and maintain detailed documentation of how I have completed the requirements of the program.
6. I understand I must complete at least 15 hours of volunteer service to the SDP from July 1, 2017 through June 30, 2018.
7. I understand that because there will only be 25 participants in the SDP during this program year, the final selection of participants will be based on the quality of my application.
8. I understand that if I am not accepted as a participant in the SDP, I am not eligible to appeal or grieve the decision under the Clemson University Grievance Policy.
9. I understand my application must be received by the SDP Office no later than 4:30 p.m. on April 5, 2016. Applications may be mailed to 801 University Union, Clemson, SC 29634.

I'm eligible and understand the requirements: How do I apply?

- ✓ Eligible employees wishing to participate must initiate the application process by completing an application form available on the SDP website at http://www.clemson.edu/sdp.
- ✓ Click on the Applications link on the SDP homepage. You will find the 2016 application, 2016 application instructions, 2016 eligibility, and 2016 program requirements.
- ✓ Note that if a supervisor denies an application, the supervisor is required to provide a statement explaining why the applicant was denied consideration for participation.
- ✓ All applications, approved or denied, must be returned to the Staff Development Program office no later than 4:30 p.m. on April 5.

Employee and Supervisor Acknowledgement

Your signature and your supervisor's signature on the application indicate you have both reviewed the requirements of the Clemson University Staff Development Program (SDP), that you have met *all* of the criteria to be considered for entry into the program, and submit this completed application for consideration to be a participant in the 2016-17 program year. Your signatures also indicate that the ***entire application has been completed, reviewed and fully approved by both the applicant and the supervisor prior to signing***.

A supervisor *not* wishing to permit an employee to participate in the SDP at this time must still complete the objection portion of the application packet and return it to the SDP office.

Timeline

The projected timeline for various phases of the program is as follows (subject to change based on funding):

March 9, 2016 – Begin acceptance of completed applications for FY17

April 5, 2016, 4:30 pm – Deadline for receipt of completed applications at SDP Office

June 8, 2016 – FY17 SDP Participants announced

June 20 – July 1, 2016 (exact date TBD) – Orientation held for new participants and supervisors

July 1, 2016 – Participants begin program

May 1, 2017 – Participants complete programs of work

July 2017 – Effective date of performance increase for participants successfully completing the FY17 Staff Development Program

The Rubric

How you will be evaluated

Once all applications are received, the Peer Review Committees (comprised of volunteer peers of the applicants, which is also made up entirely of volunteers from across campus), will initially blind-screen the applications and select participants based on this rubric. The committees will evaluate the development activities to ensure they meet the overarching program goals and guiding principles. The Steering Committee may also evaluate the applications using the same rubric.

Professional Development	**(50 pts. – 0 to 10 pts. each)**
Service	**(30 pts. – 0 to 6 pts. each)**
Personal Development	**(20 pts. – 0 to 4 pts. each)**

Items scored for each program component:

1. Are goals/expected outcomes attainable, realistic and beneficial?
2. Are activities to achieve goals challenging?
3. Are activities to achieve goals relevant?
4. Are activities to achieve goals specific?
5. Are activities to achieve goals measurable?

Attainable/realistic = Can the goal actually be accomplished during the 10 month span of the program? Are the goals beneficial to both Clemson University and the applicant?

Challenging = How much does the activity challenge the participant outside of their normal daily work? Is the activity outside of the participant's "comfort zone?" Does it require active participation (i.e., attending a class), or is it more of a passive activity (i.e., viewing an online seminar)?

Relevant = Does the activity directly relate to the goal?

Specific = Does the participant list a certain activity (i.e., take a Spanish class), or is the activity listed more general/vague (i.e., learn a foreign language)

Measurable = Can the activity be accurately measured and documented?

Application Information

- ✓ Enter your full legal name
- ✓ Enter your department name
- ✓ Enter your 4-digit department number
- ✓ Enter your Clemson University e-mail address
- ✓ Enter your employee ID number
- ✓ Enter your state classification
- ✓ Enter your job code
- ✓ Enter your Clemson title if different from state classification
- ✓ Enter your direct supervisor's name
- ✓ Enter your direct supervisor's Clemson University e-mail address

The HR person in your unit can give you the following information:

- ✓ Your employee ID number
- ✓ Your state classification
- ✓ Your state job code

Project Plan

The employee submits proposed project plan by completing a Goal/Activity Approval form with a statement of goals and a summary of activities to reach proposed goals.

Project plans will have three broad components:

- ❑ Professional Development – includes at least 74 contact hours dedicated to improving job-related skills and abilities (skills training, seminars, mentoring, job-related committees, etc.) Employees will coordinate professional development activities with their supervisor.

- ❑ Personal Development – includes at least 26 contact hours dedicated to realizing lifetime learning goals, but not necessarily related to an employee's current job (advanced education, short courses, etc.)

- ❑ University/Community Service – includes at least 40 contact hours of activities dedicated to fostering a greater connection between the employee and the University's mission and goals (campus committees, relevant University service activities, seminars, etc.)

- ❑ In addition, participants will be required to complete 10 hours of a core curriculum consisting of team building, communication and critical thinking, Clemson University operations and Clemson University governance activities.

Your Goals

Goals represent everything you intend to accomplish as part of the SDP. You need at least one goal for each component of the SDP but more than one goal is preferred.

Make sure your goals are SMART:

❑ **S**pecific – explain in detail what you hope to accomplish.

❑ **M**easurable – how you can assess your success as you move toward your goals.

❑ **A**greed upon – the goal is mutually agreed upon between you and your supervisor.

❑ **R**elevant – applies directly to your current responsibilities, strengths, learning needs and values as well as those you intend to develop as part of the SDP.

❑ **T**ime-bound – time frames and deadlines are stated, specific and realistic in order to complete them within the SDP time frame.

SMART concept: Mickie S. Rops & Associates, 2390 Lakeside Dr., Aurora, IL 60504. Adapted with permission.

Your Goals

Your goals should touch on all three focuses of the SDP:
➢ Professional Development
➢ Personal Development
➢ University-Related/Community Service

There can and likely will be some overlap but your goals should be clearly applicable to the program's overarching goal of strengthening the engagement and bond between staff and the University.

You should have at least one goal in each of the focus areas of your proposal; *more* than one is better.

Reviewers also want to know how *both* you and the University will benefit from the investment of time and money into this endeavor. *Both* you and the University must gain something long-term out of your involvement in the SDP!

Your Proposed Activities

Activities are what you plan to do to achieve your goals.

- List activities for all three components (Professional Development, Personal Development and University/Community Service) which you have discussed with and had approved by your supervisor.

- Application reviewers know that some specifics might have to be adjusted if you are admitted into the program, but they want to see that your proposed activities logically flow from your stated goals.

- Creativity is encouraged (*see the next slide for more information*)!

- Pay attention to how your activities benefit *both* you and the University. Just counting hours alone is not a benefit to either.

Your Proposed Activities

Examples of creative activities:

- Learn a new skill not related to your job (i.e., how to build web pages)
  - Benefits to you and the University:
    - It's something you've always been interested in doing.
    - You will be able to create web pages and/or support the person who creates/maintains web pages for your unit.
- Take a belly dancing class
  - Benefits to you and the University:
    - Relieves stress, which will enhance your daily life and possibly make you a more productive employee.
    - Good exercise, especially for your lower back, which could be an issue for people who sit at a desk all day and could, for people who are bothered with back problems, reduce the amount of sick leave taken.
- Volunteer to help an organization on campus (i.e., a student organization)
  - Benefits to you and the University:
    - Connection and exposure to students, which might benefit you professionally (if you choose an organization that is associated with your profession) or personally (by giving you the opportunity to provide assistance to students in an area that you know about or an area that you possibly want to learn more about, thereby making you a more well-rounded individual).
    - Helps support and maintain a student organization.
    - Helps foster the "One Clemson" philosophy and strengthens the "Clemson Family."
    - For a list of student organizations on campus go to: https://stuaff.clemson.edu/organizations/

Examples of Sources For Proposed Activities for the Staff Development Program

Professional Development- At least 74 contact hours dedicated to improving job-related skills and abilities for current job. Examples include skills training, seminars, mentoring, classes, workshops, conferences, webinars, (CEUs) continuing educations units, certifications, etc...

- Clemson's Homepage
  www.clemson.edu
- CCIT courses
  http://www.clemson.edu/clereg/
- Skillport
  http://www.clemson.edu/elearning/
- Clemson's Computing and Information Technology-Customer Relations and Learning Technologies
  http://www.clemson.edu/ccit/learning_tech/computer_training/

- Clemson's Office of Teaching Effectiveness and Innovation
  http://www.clemson.edu/OTEI/
- Tri County Tech
  http://www.tctc.edu/
- University of Phoenix
  http://www.phoenix.edu/
- ITT Tech
  www.itt-tech.edu
- University Center
  www.ucgreenville.com

Participants are encouraged to be creative and must consult with their supervisors

Examples of Sources For Proposed Activities for the Staff Development Program

Personal Development- At least 26 contact hours dedicated to realizing a lifetime learning goal (not necessarily related to current job). Examples include advanced education, short courses, new hobby class-art, music, cooking, sewing, health and fitness, writing, new language, safety, etc...

- Clemson University Schedule of Classes https://sisssb.clemson.edu/sisbnprd/bwckschd.p_disp_dyn_sched
- Tri County Tech http://www.tctc.edu/
- Greenville Tech www.greenvilletech.com
- Clemson's Campus Recreation http://www.clemson.edu/campus-life/campus-recreation/index.html

- Central-Clemson Recreation Center http://www.centralclemsonrec.com/
- Pickens County YMCA http://www.pcymca.net/
- The Arts Center of Clemson Classes http://explorearts.org/classes/
- Kitchen Emporium (Anderson, SC) Cooking Lessons http://kitchenemporiumandgifts.samsbiz.com/

Examples of Sources For Proposed Activities for the Staff Development Program

Community Service - At least 40 hours of activities dedicated to fostering a greater connection between the employee and the University's mission and goals. Examples include campus committees and relevant community and University service activities.

- Clemson Student Organizations: https://stuaff.clemson.edu/organizations/
- Clemson's OSHER Lifelong Learning Institute: http://www.clemson.edu/centers-institutes/olli/
- Harvey & Lucinda Gantt Center for Student Life: http://www.clemson.edu/centers-institutes/gantt/
- Creative Inquiry - work with a professor and undergrads: http://www.clemson.edu/academics/programs/creative-inquiry/
- Volunteer for an organization such as Staff Senate: http://www.clemson.edu/staff-senate/

Related Clemson University Examples:
- Advisor
- Lee Gallery
- Move-In Day
- One Clemson
- Summer Reading Program
- United Way
- Campus committees or organizations
- Freshmen laptop setup workshops (CCIT)

Different Types of Community Service Agencies and Examples for Volunteering:
- Animals-Humane Society
- Arts-Telethon
- Children and Teens- Big Brothers Big Sisters and Boys and Girls Club
- Crisis Management-Red Cross
- Disabilities-Good Will Industries
- Education-School Volunteer
- Environment-Clemson's Solid Green
- Health-American Cancer Society
- Hunger and Homelessness-Habitat for Humanity
- Senior Citizens-Meals on Wheels
- Sports and Recreation-Special Olympics
- Other Charitable/Civic Organizations

Don't Forget

- Applications for FY17 are now being accepted
- The employee and supervisor must sign the fully completed application
- April 5, 2016 by 4:30 – Deadline for receipt of completed applications at SDP Office
- June 8, 2016 – Announce FY17 Participants

GOOD LUCK!