Staff Development Program (SDP) Application Instructions (2017-18)

What you need to know:

What makes an application competitive?

The distinction between a competitive and noncompetitive application is dependent on several factors:

- Consideration is given to a neat, concise and well-organized application. All information must be submitted on the application form. Additional pages will <u>not</u> be accepted.

- Creativity is encouraged!

- Proposed goals and activities must reflect that the applicant has performed detailed research on the availability, actual time requirement and measurable benefit of each goal and activity.

- Activities should be clearly defined, measurable and documentable.

- There should be a statement of how you will strengthen your engagement and bond with the University through achieving your proposed goals/activities.

How is the application scored?

Scoring rubric: Professional Development (50 pts.), Service (30 pts.) and Personal Development (20 pts.). Each program category (Professional, Service and Personal) is scored on the following criteria:

- GOALS:
  - Goals/expected outcomes are attainable, realistic and beneficial.
    - Can the goal actually be accomplished during the 10-month span of the program? Are the goals beneficial to <u>both</u> Clemson University and the applicant?

- ACTIVITIES:
  - Activities to achieve goals are 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)?
  - Activities to achieve goals are relevant.
    - Does the activity directly relate to the goal?
  - Activities to achieve goals are 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)?
  - Activities to achieve goals are measurable.
    - Can the activity be accurately measured and documented?

Instructions:

Step 1   Read through these instructions before attempting to fill out the application.

Step 2   Download the application at: http://www.clemson.edu/faculty-staff/sdp/documents-forms.html. To request a hard copy of the application, contact the SDP Program Coordinator at 864-656-9000 or sdp-l@clemson.edu.

Step 3   Complete the *Employee Information* section found on page one of the application.

- If you need help with this section, contact your departmental HR liaison for assistance.
- For now, you will skip the Employee and Supervisor Agreement of Understanding section of the application. Once your application is complete, you and your supervisor will complete this section. (See step 11 for more details)

Step 4   Review the participant agreement on page two of the application and sign/date that you have read, understand and agree to comply with the policy.

Step 5   Complete the goal and activity columns of the *Applicant's Proposed Program Information* section on pages three and four of the application. For each table (Professional, Service and Personal) begin by adding your first goal in the first column. Next list the first activity that corresponds to that goal in the second column of the table. If you have more than one activity for this goal, place each subsequent activity below on a separate line in the second column. Continue this format until you've added all your goals and activities for each table. An example is provided at the bottom of this page for clarity.

- See the 'What you need to know' section on page one of these instructions for details on how goals and activities are scored.
- Keep in mind that **goals cannot be changed once accepted into the SDP**. It is the responsibility of the applicant to ensure that the goals listed on his or her application are attainable.
- Application evaluators know that some specifics of your activities 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 for yourself.
- Up to $200 may be available for approved professional development activities.
- While supervisors may grant some leeway to permit SDP activity during 'work' hours, they are under no obligation to do so. Participants are to work with their supervisors to determine what will be allowed.
- Additional space is provided in step 9 if further explanation is needed to adequately state a goal or activity.

Goals	Class/Seminar/Activities	Provider/Location	Est. Contact Hours	Online? (Yes or No)
Goal	Activity 1 for goal 1		0	
	Activity 2 for goal 1		0	
Goal	Activity 1 for goal 2		0	
	Activity 2 for goal 2		0	
	Activity 3 for goal 2		0	
Goal	Activity 1 for goal 3		0	
	Activity 2 for goal 3		0	

Step 6   Complete the provider/location column of each table (Professional, Service and Personal) for the specific activities you listed in step 5.

- Online activities - list the provider **and** the website address.
- Service activities - verify the organization is seeking volunteers before listing on application.

Step 7   Complete the estimated contact hours column of each table (Professional, Service and Personal) by listing the number of hours you will spend on the specific activities you listed in step 5.

- Estimate activities to the nearest quarter hour by using decimal places, example: 1.25 = 1 hour and 15 minutes.
- Right click on the "0" on the total line and click "Update Field" to get the sum of the hours for that category.
- Commonly used activities and how to document time:
  - College courses, including distance learning and online courses: Count contact hours only. One credit hour is equal to 24 contact hours.
    - If auditing a course, one credit hour is equal to 12 contact hours.
  - Seminars, conferences and events: Count contact hours only
  - SkillPort: Count hours using the expected duration of the SkillPort activity. The expected duration of any Skillport course can be found in the course description.
  - Reading/Books: Count pages per minute. For SDP purposes one page equals one minute, which equals 60 pages per hour. Advanced reading such as technical training manuals (i.e. HVAC certification) will be handled on a case-by-case basis.

Step 8   Complete the online column of each table (Professional, Service and Personal) by answering "yes" if an activity is delivered online or "no" if it is not online.

Step 9   Additional space is provided under each table if further explanation is needed to describe a goal or an activity.

Step 10   Under each table there is also a place to describe how both you and the University will benefit from you achieving these goals.

Step 11   Save your completed application. Print the completed application and submit it to your supervisor for review and approval. You and your supervisor must complete the *Employee and Supervisor Agreement of Understanding* portion of the application (Located on page one).

Step 12   Submit your ORIGINAL signed/approved application to the SDP office (located at 801 University Union) **no later than 4:30 p.m. on April 4, 2017**. Scanned applications will NOT be accepted. Applicants selected will be notified by June 7, 2017.