



Staff Development Program (SDP) Guidelines (2017-18)

Welcome to the Staff Development Program (SDP)! These guidelines provide information to help you successfully navigate through the program to complete your activities and fulfill your goals.

The Initial Goal & Activity Progress Log:

To begin, you will need to complete the Goal & Activity Progress Log by transferring the information from your application to the log. Submit logs to the SDP Program Coordinator (sdp-l@clemsun.edu or 801 University Union) by July 7, 2017.

Progress Review Dates:

There are four important dates in the SDP. On or before these dates, participants are required to submit their Goal & Activity Log and/or their notebook for review by the SDP Steering Committee. This review ensures that each participant is on target for successful completion of the program. Below you will see the dates of each review and what is required to be turned in for each date.

Review Date	Goal & Activity Log **	Notebook
October 6, 2017		
January 5, 2018		
March 9, 2018		
May 11, 2018		

A participant may be dismissed involuntarily from the SDP if that participant fails to meet two program review dates or if the participant has not completed a reasonable amount of progress toward completion of his/her approved plan (see Participant Continuation Policy).

** Your supervisor must sign your Goal & Activity Progress Log before it can be submitted to the SDP office.

Participant Notebooks:

Notebooks are used as documentation in a participant's official employee record to justify the SDP pay increase. Therefore, notebooks must represent a complete record of SDP work. Your notebook consists of at least 5 sections:

1. Plan documents
2. Professional development documents
3. Service development documents
4. Personal development documents
5. Core curriculum documents

Please refer to the SDP Notebook Requirements Policy for details on organizing your notebook.

Documenting Your Progress:

In order to document your activities, you will need:

- To complete an activity form (SDP Activity Form for Professional Development, Service or Personal Development activities OR a SDP Core Curriculum Activity Form for Core Curriculum activities)
 - Documentation of reading uses a specific form. This is the only time you will not need to complete an activity form. The Publication Reading Completion Form takes the place of the activity form.
 - If an activity from your application is canceled or no longer available, an Off-Plan Activity Form Request will need to be submitted and approved by the Steering Committee. This will allow you to complete a similar activity in place of the activity that is no longer available. Keep in mind that substitutions must be of comparable difficulty and skill level.
 - No off-plan activity hours will be counted without prior approval from the Steering Committee.
 - Although activities may be added/changed using the Off-Plan Activity Form Request, your goals are set from your initial application. *Your goals cannot be changed once you are accepted in the program.*
- To provide documentation showing completion of the activity
 - Documentation can include but is not limited to: a certificate from an online course (Skillport, Lynda, etc.), a transcript for a college course, an email verifying participation in an activity, etc. See the Counting Hours section below for more details.
 - If no other form of documentation is available, activity forms for professional development, service and core curriculum require a signature from someone who can verify your participation in the activity.

For activities that require small amounts of time over multiple days/months (such as many Personal Development activities including exercising, learning to sew, learning to swim, etc.), participants should keep a log of their hours. Once your goal has been met, you can complete one activity form with the log as your documentation; however, if your goal has not been met and a review date is approaching participants should 'bank' their hours. This simply means choosing a cut-off date prior to the review date and completing an activity form with the hours completed towards your goal thus far. This helps reviewers see that progress is being made toward your goals. It also helps reviewers see your growth.

All activity forms and accompanying documentation should be filed under the appropriate SDP category (Professional, Service, Personal, Core) in your notebook.

Updating Your Goal & Activity Progress Log:

Once you have completed all hours for a specific activity, you will need to update your Goal & Activity Progress Log with the date of completion and total contact hours completed.

For Core Curriculum activities:

- Since you choose the activities you would like to complete from the Core Curriculum, in this section of the Goal & Activity Log you will need to not only add your date of completion and contact credits but also list the activity you chose to complete.

Counting Your Hours:

You can start working on your SDP beginning July 1, 2017. Any work prior to that date will not be counted towards your hours.

Below you will find some commonly completed activities and how to count those hours:

- College courses (including distance learning and online courses) - count contact hours only
 - One credit hour equals 24 contact hours.
 - If auditing a course, one credit hour equals 12 contact hours.
- Seminars, conferences, activities, trainings and events - count contact hours only
 - Only hours spent actually participating in seminars, workshops or training sessions may be counted. For example, if you attend a daylong conference but only participate in a 2-hour workshop, you may only count 2 hours on your Activity Form and Goal & Activity Progress Log.
- Skillport courses - 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 - calculated at one (1) page per minute, which equals 60 pages per hour
 - Documentation of reading requires the Publication Reading Completion Form (in place of an activity form).
 - For intensive reading, such as technical manuals, please consult with the SDP coordinator or SDP chair for further guidance.

Keep in mind that the SDP is about growth and not just counting hours. Although you do need to complete the required amount of hours, you also need to achieve your goals.

Participants must earn a passing grade for classes/courses in order to receive credit for programs of work. The SDP will default to minimum grades or scores determined as passing by the institution or program providers.

Professional Development Reimbursement:

SDP participants seeking Professional Development reimbursement must complete a Request for Reimbursement Form, sign all related receipts and submit the form/original receipts to the SDP Program Coordinator within 14 days of the completion of the activity. No requests will be accepted after Thursday, May 17, 2018.

Currently, the total maximum reimbursement amount per participant is limited to no more than \$200.

Reimbursements cannot be granted for:

- Travel related expenses (e.g. lodging, airfare or meals);
- Offset of lost personal income arising from professional development activity;
- Expenses beyond the scope of the immediate professional development activity (e.g. computer hardware or services, magazine subscriptions, professional organization dues, child care, etc.).

The Coaching Team:

The coaching team is your resource to prepare for each progress review date. Mandatory coaching sessions will be held with all participants prior to the October and March review dates; however, coaching sessions are recommended prior to all reviews to aid you in a successful journey.

Coaching sessions are not just reserved for review dates. Reach out to the coaching team anytime you need help navigating the program. To set up a meeting with the coaching team, contact the SDP Program Coordinator at sdp-l@clermson.edu or 864-656-9000.

Graduate Volunteer Hours:

Graduates of the SDP are required to volunteer 15 hours of service back to the SDP within one year of graduation.

The SDP is completely run and managed by volunteers. This is our way of ensuring the program is sustainable and will have a steady pool of volunteers in the years to come.

SDP and Position Changes:

Participants must enter and complete the program in a full-time, permanent position. Participants who voluntarily change from a permanent position to a non-permanent position will be terminated from the program. Participants must be in the same position number at the end of the program, defined as when the salary increase request is submitted to HR, as they were when they were accepted into the program.

Participants who voluntarily change positions during the program will automatically forfeit the salary increase at the end of the program. Participants who are terminated from the program due to a voluntary position change may reapply for the program after having been in their new position for more than one year, as stated by the SDP eligibility requirement.

Additional Resources:

SDP website and contacts: <http://www.clemson.edu/sdp>, SDP Program Coordinator – Karon Donald | 864-656-9000 | karond@clemson.edu, SDP Chair – Julie Jones | jgambre@clemson.edu