Staff Development Program Steering Committee

Julie Jones, Chair/Operations (SDP grad in 2014)

Vacant, chair-elect (election forthcoming)

Dan Hoffman, Staff Senate rep

Terri Vaughan, Staff Senate rep and Marketing team leader

Ellen Saltzman, secretary & Women's Commission rep

Leigh Dodson, Volunteer coordinator(SDP grad in 2013)

Laura Clay, Coaching team leader (SDP grad in 2013)

Derrick Phinney, Extension Senate rep

Vacant - Faculty Senate rep

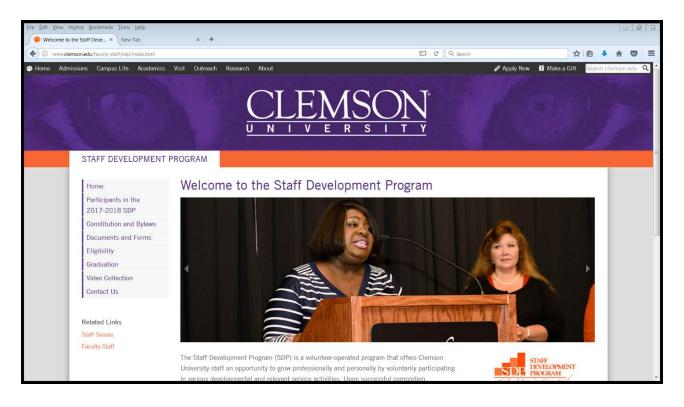**Alesia Smith**, Black Faculty & Staff Commission rep

Karon Donald, program coordinator

Alex Foster, program assistant

www.clemson.edu/sdp

The SDP website will be your best resource for guidelines, deadlines, and forms.

SDP Guidelines

The SDP Guidelines can be found on the SDP website (clemson.edu/sdp) and tell you everything you need to know about the coaching team, documentation, deadlines and more.

https://www.clemson.edu/faculty-staff/sdp/documents-forms.html

SDP Requirements

During the next 10 months, you will work to complete a minimum150 hours of activities to meet your SDP goals:

- **74** hours of professional development activities
- **40** hours of service activities
- **26** hours of personal development activities

- **10** credits of core curriculum activities

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Core Curriculum

The Core Curriculum is a newer component of the SDP. Participants must complete **10 credits** from a set of pre-approved activities designed to increase engagement and understanding in four areas:
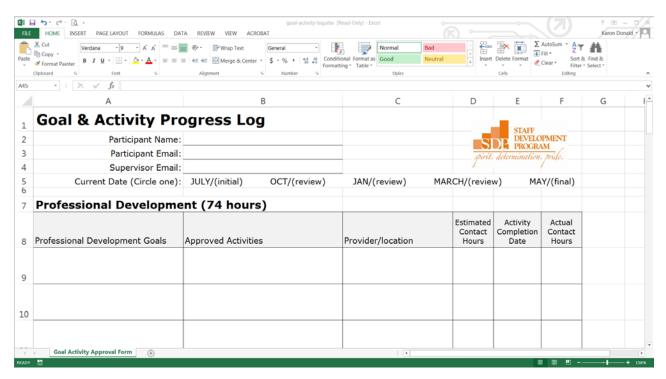
- Team building (**3 credits**)
- Communication and critical thinking (**3 credits**)
- University operations (**2 credits**)
- University governance (**2 credits**)

Core Curriculum log/planning sheet
Core Curriculum activity form

SDP

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First step: Goal/Activity Progress Log

Your applications will need to be converted to your Goal/Activity Progress Log using your original goals and proposed activities.

Goal/Activity Progress Log

- Your goals cannot change from your application, HOWEVER...
- The coaching team can help you refine your plan
- If you add activities to your form or make other changes, sign it and have your supervisor sign it
- If you do not make any changes to your plan, signatures are not necessary
- Turn in the signed form to 801 University Union no later than **Friday, July 7, 2017**

- **You may begin counting your hours towards your goals on July 1, 2017**

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Coaching Team

Coaches are volunteers that have graduated from the SDP and are available to help you successfully complete your program.

Coaches can:
- Answer any questions you may have about the program as they arise.
- Help as needed with forms including the off plan activity form, professional development reimbursement request, publication reading completion form, and reflection form.

Meetings with coaches will be offered a week prior to each quarterly review (October 6, 2017; January 5, 2018; March 9, 2018; May 11, 2018). The **October 6, 2017** and **March 9, 2018** meetings are mandatory with the other 2 dates in January and May being optional. However, all of these meetings are encouraged in order to keep all participants on track!

To set up a meeting with the coaching team, contact
Laura Clay(ljclay@clemson.edu) or Karon Donald (karond@clemson.edu).

Forms

All forms you will need for the SDP can be found on the SDP website (clemson.edu/sdp) under the "Documents and Forms" link:

http://www.clemson.edu/faculty-staff/sdp/documents-forms.html

1.) Activity form (to be completed for all professional, personal, and service activities)

2.) Core Activity Form (to be completed for all Core Curriculum activities)

3.) Reading completion form (to be completed for all books, journal articles, and other publications read as part of your plan)

4.) Off-plan activity form (to be completed for activities you wish to add that were not part of your originally approved plan)

5.) Reimbursement request form (to be completed for reimbursement regarding expenses related to your **professional** SDP activities; up to $200 total):

Notebooks

Notebook Requirements: A full list of the documentation required for the notebooks is in the Notebook Requirements Form on the SDP website.

All the forms that we just went over will go into your notebooks, which will be turned in to the Steering Committee for review *mid-way through the year* and *at the end of the program.*

Notebooks should contain:

- Progress logs
- Completed and signed activity forms (for professional, service, personal, and core curriculum)
- Competed and signed off-plan activity forms
- Reading forms
- Reimbursement forms
- Documentation to verify all activities

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Documentation examples

You must document ALL activities you participate in for the SDP. This is our way of verifying that the hours were actually completed.

Examples:
- Documentation for a class could include a copy of your transcript (must have a passing grade, therefore using something like just the syllabus is NOT sufficient).
- For an online course, a print-out of the completion certificate.
- For community service, printed emails with the service project coordinator or a time-log showing your signature.
- For personal activities, such as exercise, a log of when you completed the activity (i.e., walking every day).
- Photo documentation is acceptable for many activities.

Signatures are REQUIRED on activity forms for professional, service and core curriculum activities. This is not necessarily the case with personal activities.

Deadlines to Remember

There are four important review dates you need to remember as you progress through the SDP:

***Oct. 6, 2017:** Goal/Activity Progress Logs due

Jan. 5, 2018: Goal/Activity Progress Logs **AND** notebooks due

***March 9, 2018:** Goal/Activity Progress Logs due

May 11, 2018: Final Goal/Activity Progress Logs **AND** notebooks due

(* = Mandatory Review Meeting)

Logs and/or notebooks are due to **BOTH** your supervisor and the SDP office by these deadlines.

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Participant continuation policy

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

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 requirements.

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Next year: Giving back to the SDP

Graduates of the SDP are required to volunteer 15 hours of service back to the SDP in the year following 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.

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QUESTIONS?

Remember: www.clemson.edu/sdp
Contact

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Alex Foster (Program Assistant):
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Laura Clay (Coaching Team Leader)
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