



Staff Development Program Requirements (2016-17)

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 complete a minimum of 150 total hours of development.
 - 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)
2. I understand I must fulfill the program requirements as indicated by the SDP 2016-2017 guidelines.
3. 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.
4. I understand 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.
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.