



KANSAS WESLEYAN UNIVERSITY
EMPLOYEE PROFESSIONAL DEVELOPMENT FUND POLICY
Advancement of the KWU Strategic Plan Focus

Administrative Division	President's Council
Policy Title	Employee Professional Development Fund Policy – Advancement of the KWU Strategic Plan Focus
Administrative Office	President's Office
Effective Date of Policy	February 1, 2024

Purpose

Kansas Wesleyan University has established this specific Employee Professional Development Fund (EPDF) to encourage and provide support for faculty or staff employees who seek to engage in any training or other creative professional development opportunities that advance the university's strategic plan. This money can be used to attend conferences, conduct research, host a learning journey, or engage in creative endeavors. The EPDF will be budgeted by university operations.

Scope of Policy

All full-time faculty and staff employees who have completed one continuous year of employment at KWU before the requested professional development opportunity are eligible to apply to the EPDF. Priority will be given first to staff, then collaborations, and then faculty. One must use their other professional development funds (if any) before applying to the EPDF.

Implementation

This policy is effective February 1, 2024.

Definitions

<i>EPDF.</i>	Employee Professional Development Fund
<i>Professional Development.</i>	For this EPDF, professional development refers to enhancing employees' knowledge, skills, and attitudes relevant to their current work or to future roles in the process of engaging with the university's strategic plan.
<i>Review Committee.</i>	The President's Council serves as the EPDF Review Committee.

Approved by President's Council: 1-22-2024
Approved by Institutional Direction Committee: 1-29-2024

Policy and Guidelines

Funding Philosophy

1. The EPDF supports the training or project with a demonstrated benefit for the advancement of the KWU strategic plan.
2. The EPDF will be supported by the institutional budget with a beginning fund of \$5,000 per semester.
3. The EPDF opportunities may include but not be limited to the following:
 - training
 - workshops
 - lectures
 - training material
 - webinars
 - conference attendance
 - programs
 - professional presentations
 - learning journeys
4. Acceptable EPDF Uses:
 - Registration fees
 - Resource or Training materials
 - Travel expenses associated with professional development events
5. Unacceptable EPDF Uses:
 - Expenses associated with activities that do not support the mission of KWU
 - Expenses that do not relate directly to advancing the KWU strategic plan
 - Tuition payments for undergraduate or graduate courses
 - Expenses that do not comply with university budget regulations
 - Expenses that are not approved by the supervisor

Application Deadlines (two per academic year)

- Fall Semester – application due by August 1; decisions made by August 15.
- Spring/Summer Semesters – application due by January 1; decisions made by January 15.

Review Committee

1. The President's Council will serve as the EPDF Review Committee, responsible for reviewing applications and awarding of funds.
2. The decision of the EPDF Review Committee on the awards and distribution of funds is final.

Application Guidelines

1. The EPDF application must be completed and submitted to the President's Office for review by the President's Council a minimum of 60 days before the professional development event and by the above-listed application deadlines. Applicants must include supporting documentation about the opportunity, including, but not limited to event links, related expenses, mailings, emails, etc. The application must also show the connection between the event/opportunity and advancing the university's strategic plan.
2. Once a complete application is submitted, applicants will receive an email from the EPDF Review Committee with the decision, including the amount of the award to be issued if funds are to be awarded, within ten (10) business days of the decision date indicated in the applications deadline section.

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3. Following notification of approval, the EPDF Review Committee will notify the Business Office to process payment for the professional development opportunity to the employee.
4. The employee [awardee] is expected to meet with a member of the President's Council in person to provide a summary report of the professional development activity within 30 days following the event or activity.
 - A receipt/confirmation of completion of the professional development activity must be provided with the summary report.
 - The requirements of the summary include: a description of the professional development activity and how it benefited the applicant, their unit, and the KWU strategic plan.
 - Individuals who do not provide the summary report to a member of the President's Council may not be considered for future support/funding.
5. The EPDF funds are not transferable and do not carry over to the next academic year. If the awardee decides not to attend the professional development event or complete the activity, the money must be repaid to the university.
6. EPDF awards are dependent on the availability of funds, proper application, and appropriate approval for the specific opportunity noted in the EPDF application. Application is not a guarantee of funding.
7. EPDF funds awarded for the Fall semester must be utilized by the end of the Spring semester, and funds awarded for the Spring/Summer semesters must be utilized by the end of the Fall semester.
8. Incomplete applications or those submitted without using the correct application form will not be considered.
9. Late applications will not be considered.
10. Reimbursement is based on itemized receipts submitted to the Business Office, and only amounts with a specific receipt can be reimbursed.
11. The award of EPDF funds is viewed as an agreement between the employee and the university. Any deviation from the proposed use of funds requires the EPDF Review Committee's prior approval.
12. The EPDF account balance will be the remaining amount of fund dollars once the yearly award amounts are subtracted from the total.
13. Individuals are eligible for one EPDF award per calendar year.

Compliance

Compliance with the Employee Professional Development Fund Policy (with the advancement of the strategic plan focus) is mandatory for all faculty and staff employees who wish to apply for the funds. Any violations of this policy will be handled through the standard disciplinary procedure according to the respective university guidelines.

Addendums included as part of this policy

Addendum A: EPDF Application

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Addendum A

EMPLOYEE PROFESSIONAL DEVELOPMENT FUND POLICY

Advancement of the KWU Strategic Plan Focus

APPLICATION

*Fall Semester Applications Due August 1. | Spring and Summer Semester Applications Due January 1.
Submit to Alaina Ryan in the President's Office at alaina.ryan@kwu.edu*

This application must be submitted electronically to the President's Office for review by the President's Council a minimum of 60 days in advance of the professional development opportunity. Your application must be approved by your immediate supervisor before submission to the President's Office.

Applicant Information

Date:	
Applicant's Full Name:	
KWU Email:	
Department Name and Title:	
Immediate Supervisor:	

Program/Event/Activity Details

Title and Description (attach supporting documentation)	
Date(s):	
Location:	
Travel Required (Yes/No)	
Program Costs (list expenses here and attach details to application)	
Amount Requested	

How is the program related to the KWU strategic plan? *(Use a separate sheet if more space is required)*

Authorization Signatures

Immediate Supervisor – Printed Name: _____

Immediate Supervisor – Signature _____ Date _____

Applicant – Printed Name: _____

Applicant – Signature _____ Date _____

President's Council Approval:

President's Council Member – Signature _____ Amount Approved _____ Date Approved _____

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