PROFESSIONAL DEVELOPMENT GRANT (PDG) PROGRAM

MEMORANDUM OF AGREEMENT

FY24

The attached document is reflective of the consultation and negotiation that has taken place to implement a program of professional development for all professional staff unit members for the academic years starting in 2024 in accordance with the provisions of Chapter 163 of the Laws of 1973 and the implementing agreement reached between State and the Union.

___SIGNATURE ON FILE_____
Theresa Drye, Chief Human Resource
Officer / Vice President

___SIGNATURE ON FILE_____
Jonathan Foglein, Negotiator
Rowan AFT 2373

CALENDAR OF KEY DATES
PROFESSIONAL DEVELOPMENT GRANTS (PDG) PROGRAM

STEP	DESCRIPTION	DATE
1	Vice President of Human Resources' office announces start of the process via Rowan Announcer (on or about)	February 1, 2024
2	Proposals must be submitted to the PDG Committee Chair	April 1, 2024
3	PDG Committee submits proposals, recommendations, and rationale to the Vice President of Human Resources	May 1, 2024
4	Vice President of Human Resources or Designee announces decisions	June 1, 2024
5	Funded applicants engage in funded activities in FY24	July 1, 2024 - June 30, 2025
6	Funded applicants submit final report to supervisor, Vice President, and PDG Chair	August 2025

Note: If date listed is a holiday or weekend, the deadline is 5 PM on the next business day.

PREAMBLE

The Professional Development Grant Program is intended to aid full-time permanent multi-year track members of the professional staff in the pursuit of professional growth and career development throughout their careers at Rowan University. Professional staff are encouraged to seek educational opportunities and to pilot innovative projects that support immediate and long range institutional goals that strategically line up with the mission and vision of the "University of the Future." Professional development is a key component used in re-contracting and reappointment decisions for professional staff members, and therefore the professional development grant program provides funds necessary to maintain currency in an individual's job duties and areas of expertise as well as supporting the University vision for the future.

The following shall constitute the criteria in priority order for determining the allocation of funds:
1. First-time applicants
2. Applicants preparing for a recontracting review
3. Applicants who have changed positions/taken on new responsibilities within the University
4. Applicants who were not awarded PDG funds in the prior two years

I. PURPOSE

Professional development grants are intended to serve the following purposes:

Category 1: to advance the professional staff member's knowledge in his/her field of expertise:
- o This category includes tuition and fees for on- or off-campus academic study, training materials, and conference costs.

Category 2: to provide "seed" money to support professional staff seeking external grants:
- o The maximum requested amount may be up to 10% of the total estimated cost of the project, but not more than $2,000.
- o The applicant must submit documentation of his/her consultation with the Office of Sponsored Programs/University Advancement.

Category 3: to provide the opportunity for professional staff to develop expertise in related or new areas that are in keeping with departmental/university priorities, including elements of the Rowan University of the Future Plan:
- o This category includes opportunities for re-training that supports departmental/unit/college/university-wide goals and initiatives.
- o The applicant must submit documentation of the departmental/unit/college/ university-wide goals and initiatives. Possible examples include: strategic planning documents, assessment reports, and a letter of support from a supervisor/administrator.

Category 4: to provide equipment (hardware and/or software) and/or professional development monies that will enhance the professional staff member's ability to integrate technology into the curriculum and/or the office unit.

- o This category supports the professional development of the applicant, not the department or the unit.

II. FUNDING LEVELS

PDGs - A *professional development account* is established to support successful proposals submitted by members of the professional staff with a total level of funding of about *$50,000*.

III. PROCESS

The PDG Committee: The PDG Committee is a representative university-wide peer review committee consisting of at least five (5) professional staff. The committee shall elect a Chair. This committee is charged with evaluating the proposals, recommending the distribution of these funds based on the four categories described in the Preamble and the funding priorities in Section I, and communicating those recommendations to the Vice President.

The committee may recommend full funding, partial funding, or no funding.

The Chair of the committee shall forward the committee's recommendations, copies of the proposals, and a brief statement outlining the strengths and weaknesses of each proposal (including those not recommended for funding) to the Vice President and the Union.

The Vice President of Human Resources or Designee: Following his/her review and consultation with the appropriate supervisor, the Vice President will approve, disapprove, or modify the recommendations of the PDG Committee.

The Vice President **of Human Resources or Designee** will provide the applicants, and the PDG Committee, with a brief statement regarding his/her decision. He/she will provide instructions for accessing the funds to applicants awarded full or partial funding.

Final Report Requirement: Funded applicants are required to submit a written report to the supervisor, the Vice President **of Human Resources or Designee**, and the PDG Committee at the conclusion of the project.

> The report must include a short description of the project, work or documents developed as a result of the project, and an assessment of the significance/contribution of the project to the individual's professional development and/or the department/unit/office's mission.

IV. APPLICATION AND BUDGET GUIDELINES

1) All budget items must directly support the project and must be clearly described and justified.

2) All requests should be supported with links to conferences, hotels, training, items for purchase, a Google map with mileage, travel expenses, etc., within the budget submission.

3) All expenses must conform to the official policies and procedures set forth by Rowan's Division of Budget and Finance. Please check the GSA website for current hotel and meal rates and caps - https://www.gsa.gov/travel/plan-book/per-diem-rates

   Please note that meal reimbursements for the first and last day of travel are calculated at 75%.

4) All equipment, books, and other non-expendable supplies purchased with PDG grant funds are and remain the property of Rowan University.

5) Requests for post-award budget revision must be approved, in writing, by the Vice President.

6) All PDG grant awards must be expended by the dates established by the Division of Administration and Finance.

APPENDIX
SAMPLE APPLICATION & BUDGET

TO: PROFESSIONAL DEVELOPMENT GRANT COMMITTEE
FROM: CANDIDATE, TITLE
SUBJECT: PROFESSIONAL DEVELOPMENT GRANT PROPOSAL
DATE:

Summary of Request
> A one paragraph summary of the proposal

Professional Development Grant Category: _____

Priority Criteria (please check all that apply)
> _____ *First-time applicant*
> _____ *Applicant preparing for recontracting review (Next review date: _____)*
> _____ *Applicant who has changed positions/taken on new responsibilities within the University*
> _____ *Applicant who was not awarded PDG funds in the prior year*

Rationale
- A one paragraph description of the project/training/resource requested
- A one to three paragraph discussion of how the project/training/resource will contribute to the applicant's professional development.
- A one paragraph explanation of how the project supports departmental/unit/college /university-wide goals and initiatives.

Expected Gains/Outcomes from the Project/Training/Resource
> A one to three paragraph description of the expected gains outcomes and how the applicant will determine the value/success of the project/training/resource. NOTE: Funded applicants are expected to revisit this discussion in the Final Report (which all applicants are required to complete after expending the awarded funds).

Budget

Sample Budget 1: Attend a Professional Conference

ITEM	DESCRIPTION	TOTAL
Conference Registration Fee	2025 Annual XYZ Conference https://conference.naspa.org/register	$350.00
Hotel	3 nights x $150 per night https://www.hyatt.com/hyatt-regency/en-US/sears-hyatt-regency-seattle	$450.00
Airfare	US Air - Philadelphia (PA) International Airport to Burlington (VT) International Airport (round trip) in mid-March 2025	$300.00
Mileage	Glassboro to Philadelphia International Airport (roundtrip) = 54 miles x $ 0.58 per mile	$31.32
Tolls	Benjamin Franklin Bridge toll	$5.00
Ground Transportation	Travel between Burlington airport and hotel (round trip)	$20.00
Meals	3 days GSA per diem rate is $51. First and last day of travel 75% of daily rate = $38.25. $38.25 x 2 + $51	$127.50
Total		**$1,283.82**

Sample Budget 2: Purchase Equipment for a Project

ITEM	DESCRIPTION	TOTAL
Video Camera	Sony HDR-CX190 High Definition Handycam 5.3 MP Camcorder https://www.bhphotovideo.com/c/product/1109390-REG/sony_hdr_cx405_hd_camcorder.html	$228.00
Tripod	Lightweight 57-inch Professional Camera Tripod https://www.bhphotovideo.com/c/product/1781766-REG/ulanzi_3318_f38_quick_release_video.html	$259.00
Total		**$487.00**

CC: <<Supervisor>>