New York State and Communications Workers of America,
Local 1104/Graduate Student Employees Union
Professional Development Program Guidelines

I. Overview

The Professional Development Program is funded under Article 30 Professional Development Committee of the 2019-2023 Agreement negotiated between New York State (State) and the Communications Workers of America, Local 1104/Graduate Student Employees Union (GSEU).

II. Funding Guidelines

- Funds are awarded for a variety of job-related professional development projects or activities to assist eligible teaching assistants and graduate assistants represented by GSEU to develop their full professional potential or prepare for advancement. Categories for projects or activities that may be supported are:
    - research (basic, applied or historical)
    - curriculum or instructional material development
    - conference, workshop or seminar attendance
    - conference participation (e.g. presiding, presenting)
    - course work or internship *not* part of earning a degree
    - grant proposal development
    - preparation of material for publication
    - artistic or creative endeavor
      other job-related professional development projects or activities

- Funds may support one project or activity for the period **July 2, 2019 to March 31, 2020** and one project or activity for the period **April 1, 2020 to July 1, 2020**.

- A project or activity may be awarded up to $1,000 for each period, subject to the Professional Development Program Guidelines and the New York State Comptroller's Rules and Regulations and limitations contained therein.

- Within these general categories of support, allowable expenses include:
    - Tuition for course work at the SUNY rate for the course level, provided the course work is *not* part of the employee's degree program.
    - Registration fees for conference, workshop or seminar attendance.
    - Travel and related expenses (transportation, lodging, meals, etc., subject to New York State Comptroller's Rules and Regulations regarding travel).

- Expenses that may *not* be funded include:
    - Salaries, stipends, or income to compensate the employee or any other person.
    - Expenses related to a course, internship or a project or activity that are part of an employee's degree program.
    - Purchasing equipment, software, consumable, or non-consumable supplies.

III. Eligibility

To be considered for Professional Development Program funds, teaching assistants and graduate assistants must:

- Be employed full-time or part-time as a teaching assistant or graduate assistant at the time of submitting an application.
- Be employed full-time or part-time as a teaching assistant or graduate assistant for the duration of the project or activity.
- Complete a project or activity during the period July 2, 2019 to March 31, 2020 or during the during the period April 1, 2020 to July 1, 2020.
- Submit a completed application to the Professional Development Committee no later than the designated deadline in the Professional Development Program Guidelines.

IV. Application Process

The application must include the following:

- The type of event, event site and sponsor.
- A description of the project or activity.
- How the project or activity will enhance the employee's professional development.
- Itemized expenditures related to the project or activity that conform to the New York State Comptroller's Rules and Regulations and limitations.
- Employee's role, such as presenting a paper, proposal or formally participating. If presenting a paper or proposal, the title of the paper or proposal and nature of the presentation must be provided.
- A letter of acceptance of the paper or proposal. If acceptance is pending, notification of acceptance must be provided no later than 14 days prior to the proposed starting date of the project or activity.
- A brochure, announcement or other relevant documentation describing the project or activity and related costs. If documentation is not yet available, it must be provided no later than 14 days prior to the proposed starting date of the project or activity.
- A current curriculum vitae (resume).
- Additional supporting documentation or information as requested by the Campus Professional Development Committee.

A copy of the application may be accessed at:
https://www.goer.ny.gov/system/files/documents/2018/08/gseuprofdevawardapplication_0.pdf

To be considered for funding, a completed application and all required documents must be submitted to the office designated by the campus president or designee pursuant to section IV. Application Deadline. For information regarding the designated office for submitting the application, contact the local GSEU representative or the campus human resources office.

In reviewing applications, the Campus Professional Development Committee considers the nature of the professional development project or activity and how the project or activity will assist employees in developing their full professional potential or preparing

for advancement pursuant to the Professional Development Program Guidelines and availability of labor-management funds.

V. Application Deadlines

July 2, 2019 to March 31, 2020
- An application should be submitted 30 days prior of the start of the project or activity or on or before January 31, 2020.
- If a project or activity was completed prior to submitting an application, the application must be submitted to the Campus Professional Development Committee within 30 days of completing the project or activity or on or before January 31, 2020, whichever is sooner.
- Employees are to be notified of the award on or before February 24, 2020.

April 1, 2020 to July 1, 2020
- An application should be submitted 30 days prior of the start of the project or activity or on or before May 6, 2020.
- If a project or activity was completed prior to submitting an application, the application must be submitted to the Campus Professional Development Committee within 30 days of completing the project or activity or on or before, May 6, 2020, whichever is sooner.
- Employees are to be notified of the award on or before June 3, 2020.

VI. Reimbursement Procedures

Applications for Professional Development Program funds must be processed and approved by the Campus Professional Development Committee, and funds must be awarded prior to the employee being reimbursement by a department, program or unit for expenses. Employees who have not received an award by the Campus Professional Development Committee should not be reimbursed for their expenses.

All expenditures related to a project or activity funded by the Professional Development Program must be in accordance with the Professional Development Program Guidelines and the New York State Comptroller's Rules and Regulations and limitations contained therein. To be reimbursed for approved expenses, employees must:
- Be employed full-time or part-time as a teaching assistant or assistant at the time of payment.
- Have been awarded funds by the Professional Development Committee.
- Submit a voucher with original receipts for expenses that were approved and incurred for a project or activity, to the campus fiscal office as follows:
  o within 30 days after completing the project or activity, or
  o if funding was awarded for a project or activity that was completed at an earlier date, no later than 30 days after the date of notification of the award.

Employees who do not submit a voucher with original receipts in a timely manner may forfeit entitlement to reimbursement.

Questions regarding reimbursement should be directed to the campus fiscal office.

VII. Program Evaluation

The Program Evaluation must be submitted by mail, fax or email as indicated on the form.

- Within 30 days after completing the project or activity, or
- If a project or activity was completed prior to receiving an award, the Program Evaluation must be submitted within 30 days of receiving the award notification.

Failure to submit the Program Evaluation may result in postponement of action on an employee's subsequent application for funding until the Program Evaluation is received.

A copy of the Program Evaluation may be accessed at: https://goer.ny.gov/system/files/documents/2018/08/pdp-program-evaluation.pdf

VIII. Acknowledgement of Funds

Award recipients are required to acknowledge the support of the New York State and Graduate Student Employees Union Professional Development Program as the funding source on all publicity, publications and handout materials.

IX. Useful Links:

https://goer.ny.gov/graduate-student-employees-union-gseu

https://www.osc.state.ny.us/agencies/travel/travel.htm

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