Policy Statement
The UHMC faculty and staff development fund (FSDF) policy is designed to provide opportunities to promote individual progress of all staff and faculty members. Such progress comes through improvements in efficiency and effectiveness, resulting in staff and faculty members who feel positive about themselves, their jobs, and their skills, all working together in a supportive environment toward the mission of the College and the UHCC system.

Requests are evaluated on the basis of equitable access to training and development opportunities for all faculty and staff members, regardless of their age, gender, ethnicity or status.

Request prioritization considerations:
- Full-time UHMC faculty and staff employment
- Alignment with UHMC Mission, to inspire student learning through improving the quality of education and services provided to students.[UHMC Mission, Vision, Core Values and Institutional Learning Outcomes](#)
- Activity has a connection to the UHMC Strategic Plan and to sustainability in the applicant’s area.[Webpage to UHMC Strategic Direction](#)
- Addresses WASC Senior standards.[Webpage to WASC Senior Standards](#)
- Meets the needs of the applicant’s discipline or department (per supervisor)
- Has interdisciplinary application
- Inquiries into other funding sources before applying for FSDF support
- Plan to share knowledge gained with relevant stakeholders (e.g. colleagues, community agencies) via presentation, workshop, discussion and/or report.
- Addresses opportunities and challenges that emerge through assessment.

Support is limited to a total of $1,000, every 2 years.

The online application must be submitted at least one month prior to participation in any activity in order to receive funding.

Professional development activities eligible for funding include, but are not limited to:
- local and out-of-state professional conferences;
- online conferences and courses;
- workshops in distance learning and instructional technologies;
- pedagogical and educational content seminars;
- computer skills enhancement training;
- establishment of partnerships with industries;
- travel expenses including airfare, ground transportation, lodging, and airport parking and associated activities listed above.

Activities and expenses NOT eligible for funding, include:
- professional dues, subscriptions, journals, and books;
- equipment, including computer hardware and software;
- activities directly related to program or curriculum development;
- per diem or food cost.
You are invited to apply for an award to support your faculty/staff development activities such as workshops and conferences. The Faculty & Staff Development Fund Committee will fund up to $1,000 over a two-year period. The application form is online (link below).

**Procedures and Requirements for Application**

1. Read both the Faculty and Staff Development Fund Policy and the Application Information.
2. Inquire about and seek out support from other funding sources.
3. For off-island travel only, complete and digitize a Travel Request Form signed by the traveler and supervisor.
4. Acquire and digitize supervisor’s statement of support for your funding request.
5. Digitize an official brochure, flyer, announcement, or invitation describing the activity.
6. Prepare a brief plan for sharing knowledge and experiences with colleagues/other stakeholders.
7. Complete and submit the online Faculty and Staff Development Fund Application Form – Request Funding and attach #3, #4 & #5 above, if applicable.

*Please make digital or hard copies of all application documents for your files.*

**Application Deadline**

The online application **must be submitted at least one month** prior to the beginning of the activity. Applications can be processed only after **all** of the documents have been received. Note that the committee will only consider complete applications. The applicant will be notified of his/her application status after the Faculty and Staff Development Committee members and the Chancellor review it. If you have any questions, please contact Joyce Yamada at yamadajo@hawaii.edu or X663.

**Requirements for Reimbursement**

**IMPORTANT:** **Save all original receipts.** To receive your check, you must submit the following to the Faculty & Staff Development Committee Chair in Box 200 by **4 pm, no later than 45 days from the date of or last day of the activity. Late or incomplete submittals will not be processed for payment.** Make digital or hard copies of all documents submitted for reimbursement.

1. Check Request Form, which will be e-mailed to you when your request is approved
2. Original receipts for expenses and credit-card statement for all charged expenses
3. Travel Completion Form, if applicable
4. One-page summary report including
   - Part 1: A description of the activity and how it impacted student learning and success/your job/UH Maui College and
   - Part 2: a description of how the knowledge and experiences were shared.

[Link to UHMC Faculty and Staff Development Fund Application Form]

*Mahalo to the many generous donors who support the UHMC Faculty and Staff Development Fund and make these awards possible*