Policy Statement
The UHMC faculty and staff development policy is designed to promote the development of knowledge and skills. This goal aligns with UHMC’s Mission, to inspire student learning and address WASC Senior standards for professional development support.

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, status, or contractual employment terms. Full-time UHMC faculty and staff are given preference. Those activities most closely related to the goals of inspiring student learning and meeting the needs of the applicant’s discipline or department will receive priority. Support is limited to a total of $1,000 for opportunities that require travel to the mainland or foreign countries or $500 for interisland travel per person within a two-year period. Additional requests within the two-year period, with a maximum not to exceed $1,000 total for mainland or foreign activities or $500 for in-state activities, would be considered based on available funding once all other requests were met. 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; and
- travel expenses including airfare, ground transportation, lodging, and airport parking 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; and
- per diem or food costs

Criteria for Funding
- Applicants are required to inquire into other funding sources before applying for Faculty and Staff Development Fund support.
- Activity will inspire student learning through improving the quality of education and services provided to students.
- Activity has a connection to the UHMC Strategic Plan and to sustainability in your area.
- Faculty or staff will share knowledge and experiences gained with colleagues with the campus in various forums, such as
  - presenting a workshop through IT-C (Inspired Teaching Committee),
  - presenting a workshop for their program or department, and/or
  - developing and posting a media presentation on Laulima or other social media site.
- Effectiveness of the presentation of knowledge and experiences gained will be evaluated.  
  NOTE: Civil Service and Operations & Maintenance personnel, who attend workshops that are relevant only to their disciplines and areas of expertise, are exempt from sharing.
University of Hawaiʻi Maui College  
Faculty and Staff Development Fund Application Information

You are invited to apply for an award to support your faculty/staff development activities such as workshops and conferences. The Staff Development Funding Committee will fund up to $1,000 for travel to the mainland or to foreign countries or $500 for interisland travel over a two-year period. The application form is online.

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. Digitize an official brochure, flyer, announcement, or invitation describing the activity.
___5. Prepare a brief plan for sharing knowledge and experiences with colleagues and plans for an evaluation of your presentation or workshop.
___6. Complete and submit the online Faculty and Staff Development Fund Application Form – Request Funding and attach #3 and #4 above.

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. Awards 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 and the Chancellor members review it. If you have any questions, please contact Ann Coopersmith, Committee Chair, at coopersm@hawaii.edu or extension 312.

Requirements for Reimbursement
IMPORTANT: Save all original receipts. To receive your check, you must submit the following to the Staff Development Committee Chair in Box 26. 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, and
   Part 2: a description of how the knowledge and experiences were shared with colleagues with a description of the evaluation and feedback received about the presentation or workshop.

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.