

**Description:**

In 1996, the Department of Veterinary and Comparative Anatomy, Pharmacology and Physiology (VCAPP) in the College of Veterinary Medicine (CVM) at Washington State University, initiated a Staff Development Fund comprised of personal donations to VCAPP's sub-account in the CVM's development account. The purpose of these funds is to enable staff to participate in professional development and training activities that will benefit both the employee and the department. Eligible employees will compete for awards throughout the calendar year.

Each year, a maximum of six awards will be granted in a competitive process. Determined on a case-by-case basis, awards are made to individuals or groups of qualifying employees. The actual number of awards granted during each calendar year is determined by the VCAPP Development Officer. The Awards Committee will meet in September of each fiscal year to set the number and amount of awards to be distributed for the remainder of that fiscal year.

**Awards Committee:**

The Staff Development Fund Awards Committee is comprised of the VCAPP Development Officer and five VCAPP staff members elected in July of each fiscal year by the classified and A/P staff in the department. The term of office for each committee member is two years. The VCAPP Development Officer will serve as the fund administrator and will coordinate the committee. A committee chair will be elected by the committee members in September.

In the event one of the members of the Awards Committee makes a request for an award, the VCAPP Development Officer will appoint a temporary member to replace the incumbent member during the affected round of awards. The temporary replacement will be selected from the same employee pool as the member being replaced (e.g., classified or A/P staff).

**Eligibility:**

Eligible employees include all permanent VCAPP classified and administrative/professional staff with at least a 50% FTE appointment (research associate<sup>1</sup> staff will be considered on a case-by-case basis).

**Award Amount:**

In September of each year, the Awards Committee will meet to determine the base award amounts and the number of awards to be given. Award amounts will vary based on available funds. However, a minimum balance of \$500 must be kept in the account at all times.

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<sup>1</sup> To be eligible, research associate employees must have "technical" job duties, with no other funding sources available to them (e.g., grant funding). All applications from research associate employees are reviewed on a case-by-case basis. In all cases, classified and A/P staff have funding priority over Research Associate employees.

**Proposal Process:**

An official call for applications (CFA) will be sent to all eligible employees in January and August. The application consists of the following information:

- A. Applicant Name, Title, Supervisor, %FTE, Permanent or Temporary
- B. Explanation of the nature of the professional development/training request.
- C. Explanation/justification of the total cost and fees associated with the request (i.e., Training, conference or registration fees, travel expenses, etc.)
- D. One paragraph explanation of the expected benefit to the individual and the department from the applicant's participation in the activity outlined in B above.
- E. Supporting Materials (Optional) – the applicant may attach no more than two pages of supporting materials.

**Deadline:**

Applications are accepted throughout the year on an “as needed” basis. However, at least twice per year an official call for awards will be sent out to all VCAPP employees (usually January 15 and August 15).

**Follow-up:**

A final report to the awardee's peer group, either submitted in writing or via group presentation is required no later than 60 days after completion of the activity by the award recipient(s). Failure to comply with this requirement may jeopardize future awards.

**Changes to Policy:**

Changes to this policy can be made with a 2/3 majority vote of the committee.