

# **Professional Development Support Program for Academic Specialists**

## **Program Description**

The Professional Development Support Program provides eligible Academic Specialists with support to participate in MSU credit courses. The program is funded with an annual allocation of \$125,000. Funding from this program is not available for seminars, workshops, conferences, etc.; support for these activities is the responsibility of the unit.

Applications are being accepted on a continuous basis (as long as funds are available) for MSU credit courses.

Applications will be processed by MSU Human Resources, with consultation with the Office of the Associate Provost/Associate Vice President for Academic Human Resources as necessary.

### ***Eligibility/Application Criteria:***

- All academic specialists with fixed term, probationary, or continuing appointment status and who have a minimum of 24 FTE (full-time equivalent) university service months and are appointed 50% time or more are eligible to apply.
- Part-time academic specialists (less than 100% time) are eligible for support on a proportional basis to employment percentage.
- Academic Specialists must be admitted to MSU as a regular student and must achieve a grade of 2.0 or better.
- Eligible academic specialists must have an active appointment when the course begins.
- Applications must include the following:
  - Course information (see application form).
  - Statement of professional benefit that indicates importance/relevance of the course to the unit and to the specialist.
  - Unit approval, including arrangements for release time as appropriate.

### ***Eligible Types of Courses:***

- Job-related.
- Degree-related.
- Career/professional development related to professional growth.
- Credit courses taken at Michigan State University

### ***Selection Guidelines/Principles***

#### ***Selection criteria will include (in priority order):***

1. Relevance of proposed professional development to the university, employing unit, and individual (as reflected in statement of benefit).
2. Number of FTE service months at MSU.

#### ***Thresholds and limits:***

- Applications are accepted on a continuous basis as long as funds remain available. They will be reviewed in the order received.
- Coverage is limited to four (4) credits per semester with a maximum of twelve (12) credits per academic year at the rate corresponding to the student's academic level. Only MSU credit courses are covered.
- The benefit is administered as a tuition waiver. Lab fees, taxes and/or course/program fees, if any, are the responsibility of the student.

### ***Application Review***

Applications will be reviewed by the Office of Human Resource Development, with consultation with the Office of the Associate Provost/Associate Vice President for Academic Human Resources as necessary.

### ***Program Funding Evaluation***

The level of program funding will be reviewed regularly.

### ***Questions?***

Refer to the Frequently Asked Questions posted on the Human Resources Website [http://www.hr.msu.edu/prodev/ss\\_prodev/tuitionAssist.htm](http://www.hr.msu.edu/prodev/ss_prodev/tuitionAssist.htm) for additional information and program requirements. If your question is not addressed by the FAQs, please contact Human Resources at 517-884-0177 or email Julie Rorick at [rorick@hr.msu.edu](mailto:rorick@hr.msu.edu).