William Paterson University
Career Development/Tuition Reimbursement Program

<u>Career Development Procedures</u>

For FY 24, Career Development applications will be submitted via Qualtrics Survey

Link:
https://wpunj.qualtrics.com/jfe/form/SV_9MH7PfW6pdYQRfw

All application must include the components below arranged in the order indicated:

<u>For each activity:</u>

(1) <u>Narrative:</u> A detailed description of each proposed activity that will allow a reviewer to have a full understanding of the activity. The narrative for each project should describe how the activity has promoted or will promote your professional growth and development in the areas of teaching, research, creative/scholarly activity, and/or service. If professional development is recommended by your manager/supervisor, include documentation of this requirement.

(2) <u>Conference / Research:</u>

   a. <u>Conference</u>: If you are presenting a paper, chairing a committee, or engaging in a similar activity, please provide documentation of the event along with your application.
   b. <u>Research</u>: If applying for research travel, an approved Research Agenda must be attached, including daily itinerary of research work distinct from personal time, along with evidentiary documentation and support of the outcome of the research.

(3) <u>Budget:</u> a separate budget page should be completed for each activity below. You may apply for funds for more than one activity. A Workday Spend Authorization must be submitted for all overnight travel requests prior to travel. Please do not submit original receipts or copies of receipts at this time. All travel must adhere to WPU travel policies and guidelines and is reimbursed per guidelines in the policy: https://www.wpunj.edu/policies/docs/travel_policy.pdf

   - Conference Travel
   - Research Travel
   - Combination Conference and Research Travel (traveling early or staying after a conference to conduct research.) Combined travel requires a separate Budget Page indicating the exact dates for <u>each</u> activity during that travel period. A Budget Page for the conference period, and a Budget Page for the research period.

Submitting Application via Qualtrics Link:

Deadline date: March 1st.

Questions – Please reach out to Rhonda Gordon at email: gordonr17@wpunj.edu

Dr. Sandra Hill
Associate Provost for Academic Affairs