Staff Development Fund

Want to know more?

- Funding criteria

- Application process

- Responsibilities

- Professional development context

- Questions, queries, reflections

Pixabay

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  context

- Questions, queries, reflections

https://www.uhi.ac.uk/en/learning-and-teaching-academy/funding/staff-development-fund/

University Staff Development Fund

During each academic year, the staff development fund review panel considers around 70 applications and approves contributions towards over 50 colleagues undertaking accredited programmes of study including the university's taught education programmes. These contributions support colleagues in academic partner colleges and executive office and include funding for doctorates, masters, post and undergraduate programmes.

Accredited programmes of study add significant value for both the individual and their wider teams and departments. Feedback and evaluation highlight the value of supporting colleagues through the MEd Tertiary and Higher Education and MEd Digital Pedagogy and how this can play a key role in developing learning and teaching expertise across the university.

Many recipients of the staff development fund continue their professional development by seeking professional recognition through the university's framework for the recognition of excellent practice in learning and teaching, ALPINE. Others join the **University Mentoring Scheme** as mentors or mentees to further develop their professional practice.

Application submission dates for 2022/23

Applications to the fund will be considered by the Staff Development Fund Review panel which meets regularly throughout the academic year. Panel members are drawn from across the university and have experience in professional development, accredited programmes of study and staff development.

Application submission deadlines for 2022-23

+ Thursday 1st September 2022

The funding contributions levels are:

- 40% towards the full cost of fees for a UHI programme <u>or</u> 30% towards an external programme of study

- 50% for external PhD; 75% for internal PhD up to a maximum of £1000

- A maximum funding in any one academic year of £1,000 per applicant, and a maximum funding for 2 modules or equivalent HN units in any one academic year.

Guide

A guide to the Staff Development Fund.

SD1

For colleagues applying for initial funding support for an accredited programme of study.

SD1- Level 12

For colleagues applying for initial funding support for an SCQF level 12 programme of study, e.g. PhD or DEd.

SD2

For colleagues, applying for continuation of funding for the same programme of study (at any level)

SD3

For colleagues who have completed a funded programme of study. The SD3 form requests information on the benefits to professional practice including anticipated next steps.

https://www.uhi.ac.uk/en/learning-and-teaching-academy/funding/staff-development-fund/

Applying to the fund ...

Step 1: check eligibility criteria

Step 2: seek local approval

Step 3: complete application form

Step 4: submit application form
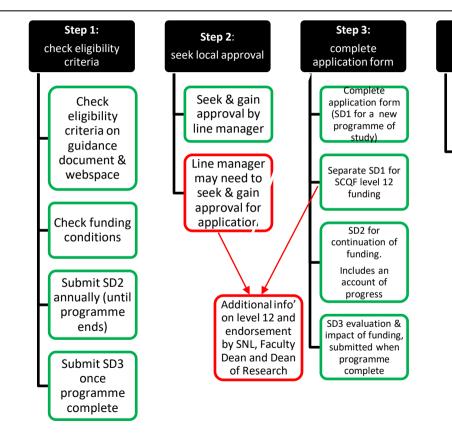
Step 5: review panel

Step 6: panel outcome

Step 7: transfer of funds

Step 8: SD2 & SD3 applications

UHI

Step 1: check eligibility criteria

Step 2: seek local approval

Step 3: complete application form

Step 4: application submission

Step 5: review panel

Check eligibility criteria on guidance document & webspace

Check funding conditions

Submit SD2 annually (until programme ends)

Submit SD3 once programme complete

Seek & gain approval by line manager

Line manager may need to seek & gain approval for application

Additional info' on level 12 and endorsement by SNL, Faculty Dean and Dean of Research

Complete application form (SD1 for a new programme of study)

Separate SD1 for SCQF level 12 funding

SD2 for continuation of funding.

Includes an account of progress

SD3 evaluation & impact of funding, submitted when programme complete
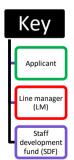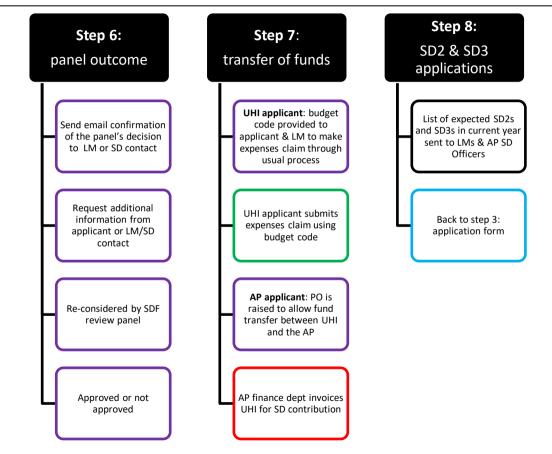
Completed application to be submitted to lta@uhi.ac.uk by line manager or SD Officer, or whomever is responsible for SD

All applications considered by the SDF review panel

(6 meetings per year)

Key

Applicant

Line manager (LM)

Staff development fund (SDF)

Step 6:

panel outcome

Step 7:

transfer of funds

Step 8:

SD2 & SD3 applications

Send email confirmation of the panel's decision to LM or SD contact

Request additional information from applicant or LM/SD contact

Re-considered by SDF review panel

Approved or not approved

UHI applicant: budget code provided to applicant & LM to make expenses claim through usual process

UHI applicant submits expenses claim using budget code

AP applicant: PO is raised to allow fund transfer between UHI and the AP

AP finance dept invoices UHI for SD contribution

List of expected SD2s and SD3s in current year sent to LMs & AP SD Officers

Back to step 3: application form

"The completion of this programme of study enhanced my ability to lead learning and to lead on improvements in my assigned curricular area".

"Study of the relevant legislation has helped me to understand the 'why' of our policies and practices"

"By completing this course, I feel more competent in the choices I make for which teaching materials I plan to use. I plan the structure of the courses I teach better and have a deeper understanding of the skills involved in research and analysis."

Professional development linkages

- ALPINE

- Mentoring

- Scholarship support

- LTA webinar/events participation

[Pixabay](#)

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Thanks
Mòran-taing