

TO: State Supported UB Teaching and Graduate Assistants Represented by the Graduate Student Employees Union (GSEU)

FROM: Robinette Kelley, Assistant Director of Employee Relations
Bamidele Tayo, GSEU Business Agent, Buffalo Area

DATE: December 15, 2006

SUBJECT: ***NEW YORK STATE / GSEU PROFESSIONAL DEVELOPMENT AWARDS PROGRAM***

The University at Buffalo (UB) and the Graduate Student Employees Union (GSEU) are pleased to announce the availability of funds for the Professional Development Awards Program provided for and funded under Article 30 of the current Collective Bargaining Agreement between the State of New York and the GSEU. This program is designed to support a variety of professional development projects and activities that help teaching and graduate assistants develop their full potential and prepare for advancement. All full-time and part-time teaching and graduate assistants represented by the GSEU are eligible, invited, and encouraged to take advantage of this opportunity.

The Professional Development Awards Program:

- Provides a potential maximum individual award of up to \$750.00, subject to the State Comptroller's Rules, Regulations and Limitations; the number of applications received, and the availability of funds.
- Covers activities which have already occurred or are planned for the period July 1, 2006 through June 30, 2007.
- Allows eligible teaching and graduate assistants to be funded for one project or activity during this current award period.

The funds available through the Professional Development Awards Program may be used to support activities such as:

- basic, applied, or historical research
- curriculum or instructional material development
- conference, workshop, or seminar attendance
- grant proposal development
- preparation of material for publication
- artistic or creative endeavors
- other work-related professional development projects or activities

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Within these general categories of support, **allowable** expenses include:

- tuition for specialized course work or internship
- registration fees for conference, workshop, or seminar attendance
- travel and related expenses (transportation, lodging, meals, etc. subject to State travel policy)
- research support (computer time, network access, or support)
- equipment purchase or lease (acquisitions will become the property of the State of New York / State University of New York)
- consumable supplies (paper, pens, postage, etc.)
- non-consumable materials and supplies (books, software, etc.)
- other artistic or creative activity expenses

Funds may **not** be used for:

- salaries, stipends, or income to the awardee or any other person
- payment of tuition for courses required to degree completion
- study abroad programs

Please review the attached Application and Guidelines.

Completed applications, including all required documentation, must be received in 120 Crofts Hall (North Campus) by 5:00 p.m. Friday, January 26, 2007.

Additional copies of the Application and Guidelines are available on the:

- UB Business web site at http://ubbusiness.buffalo.edu/ubb/cfm/ubs_pages/displayPage.cfm?page_id=11341
- GSEU web site at <http://gseu.buffalo.edu>

General questions regarding this program may be directed to Amy Myszka, Human Resources at amyszka@business.buffalo.edu or 645-5000, ext. 1214.

Attachments: 1. State of New York / GSEU Professional Development Awards Application
 2. State of New York / GSEU Professional Development Awards Program Guidelines

cc: President John B. Simpson
 Provost Satish K. Tripathi
 Associate Provost and Executive Director of the Graduate School Myron Thompson
 Vice Presidents
 Deans
 Directors
 Chairs
 Department Heads