

OPSA Staff Professional Development Program FAQs

Eligibility Requirements

- Have successfully completed their probationary period, if applicable.
- Selection committee members are ineligible.
- Must be a current UCOP career or contract employee with at least one year of UCOP service.
- Has not received an OPSA Staff Professional Development Program award in the last 12 months.

Selection Process

Applicants submit applications by March 31, 2019.

Selection committee will review applications and rate (1-5) each one based on the following criteria:

- Significance of benefit from development opportunity
- Relevance of development opportunity to career path
- Compelling rationale for request
- Level of access to other professional development opportunities

Timeline

Date	Task
February 2019	Begin accepting applications
March 31, 2019	Application Deadline
April 2019	Selection Committee reviews applications and makes decisions.
May 3, 2019	Awardees announced at Staff Appreciation event.
July 2019 – June 2020	Awardees successfully complete professional development awarded by the program and submit proof of completion and payment for reimbursement.

Reimbursement Process

Awardees will submit proof of completion and proof of payment through the normal UC expense reimbursement process to receive the OPSA Staff Professional Development Program funds awarded.