
University Personnel Development Committee (UPDC) Annual Report FY25 (July 1, 2024-June 30, 2025)

Amended report approved October 13, 2025

The purpose of the University Personnel Development Committee (UPDC) is to facilitate professional development activities of all members of the University community by providing financial resources and helping to improve grant writing skills.

The UPDC provides grant opportunities for faculty and staff to improve their professional skills or university programs. Grant proposals are evaluated and critiqued to provide constructive criticism and to aid in improving grant writing skills.

Scope and Authority: The University Personnel Development Committee has the responsibility to develop policies and formulate criteria necessary to maintain a viable program for the development of university personnel. It has authority to recommend funding of grant applications (e.g., research, personnel development, and teaching improvement).

Award Types & Deadlines

The **Professional Development Grant (PD)** (maximum award: \$3,000) supports professional development opportunities for university employees to expand their knowledge base and to develop new skills. Group Applications are allowed, each co-applicant provides their own Attendance Justification and requested amount should not exceed \$3,000 per applicant.

The **Research and Creative Activities Grant (RCA)** (maximum award: \$7,500) supports employees in research endeavors, scholarly investigation, and/or creative projects.

The **Course Innovation Grant (CI)** provides a stipend for creating or revising courses that feature innovative pedagogy. Innovative pedagogy may involve novel or creative: course objectives, instruction that targets emerging demographics, classroom teaching and learning processes, and/or assessment method. Grant recipients receive a stipend of up to \$1,000 per credit.

The **Wisconsin Teaching Fellows & Scholars Program (WTFS)** (maximum award: \$6,000) offers UW faculty and teaching academic staff the opportunity to collaborate with others across the UW and be guided through the process of completing a Scholarship of Teaching and Learning project. Awards include a stipend for each fellow/scholar as well as travel costs associated with the four events, run by Universities of Wisconsin-Office of Professional & Instructional Development (OPID). UW defines Fellow as early career, and Scholar as 10+ yrs teaching experience.

The **Publication Fund** is designed to encourage and support refereed publication of scholarly and creative work. Only papers or books that have been accepted by a refereed publisher are eligible for funding. One request up to \$1,000 per fiscal year per individual can be awarded as funds are available. Applications not approved by the Director of the ORSP will be advanced to UPDC for final determination.

The **Creative Dissemination Fund** is designed to encourage and support faculty and staff in the dissemination of their work in media that would not be supported by the Publication Fund. One request up to \$1,000 per fiscal year per individual can be awarded as funds are available. Applications not approved by the Director of the ORSP will be advanced to UPDC for final determination.

UPDC deadlines for grant applications are determined by the committee at the start of each academic year and shared through Campus Announcements, UPDC website, and word of mouth.

Generally, grant deadlines that occur both in the fall and spring are Professional Development, Research and Creative Activities, and Course Innovation.

One fall deadline is established for Wisconsin Teaching Fellows and Scholars applications, to align with December submission to Universities of Wisconsin.

Grant applications with rolling deadlines include Creative Dissemination, Publication Fund, and Professional Development applications of \$1,000 or less.

Committee membership for Fall 2024-Spring 2025

Name	Classification	Category Representing	Unit/Department
Ismaila Odogba	Faculty	Chair	Geography & Geology
Chris Durall (Fall)	Acad. staff	CPS	Physical Therapy
Amber Garbe (Spring)	Faculty	CPS	Education
Austen LaRocca (Fall)	Faculty	COFAC	Art History
Joe Mondloch	Faculty	COLS	Chemistry
Jim O'Connell	Faculty	Provost appointee	Arts Management
Shane Olsen	Univ. staff	University Staff	Libraries
Libby Raymond	Univ. staff	Open	Academic Affairs
Shannon Riha (Fall)	Faculty	Open	Chemistry
Matt Sonnenberg	Faculty	University College	Libraries
Heather Springer	Univ. staff	University Staff	UCOL Admin
Artur Stefanski	Faculty	CNR	Forestry
Judy Young	Acad. staff	Open	DCA
Heather Reichoff	Acad. staff	*Controller's Office	Grant Accounting
Katie Jore	Acad. staff	*Office of Research & Sponsored Programs	ORSP
Emily Knutson	Acad. staff	*Office of Research & Sponsored Programs	ORSP
Erin Speetzen	Acad. staff	*CITL representative	CITL

*Non-voting members

The minimum required for quorum is 6 voting members. Chair is non-voting unless needed for quorum.

Grant Awards and Applications

TOTAL APPLICATIONS RECEIVED & AWARDED:

Application type	Received Fall 2024	Awarded Fall 2024	Received Spring 2025	Awarded Spring 2025
Professional Development (PD)	8	7	11	9
Research & Creative Activities (RCA)	4	4	9	9
Course Innovation (CI)	2	1	6	6
WI Teaching Fellows & Scholars (WTFS)	0 Fellow 2 Scholars	0 Fellow 2 Scholars	1 Fellow*	1 Fellow
Publication Funds (PF)	3	3	1**	1
Creative Dissemination (CD)	1	1	0	0
Totals	20	18	27	25

*UW OPID asked the UPDC Chair in January 2025 if the committee would like to send an additional applicant to WTFS, as there were extra spots available. A Fellow application was submitted to the UPDC and approved by the committee. Then in April 2025, one of the awarded Scholars withdrew from the program. The committee voted to return those funds to the UPDC account, as there were no other WTFS applications submitted. As of this report, 1 Scholar & 1 Fellow move forward to the 2025-26 WI Teaching Fellows & Scholars program.

**In early June 2025, an off-cycle request for Publication Funds was received. Per UPDC guidelines, this was approved by Director of ORSP, and the applicant was offered the remaining amount of FY25 UPDC funds available. The applicant agreed and was awarded.

DETAILS OF AWARDED APPLICATIONS:

APPLICATION TYPE	AWARDED	DIVISION/COLLEGE OF AWARDEES							EMPLOYEE CLASSIFICATION		
		CNR	COFAC	COLS	CPS	UCOL	FINANCE & ADMIN.	STUDENT AFFAIRS	FACULTY	ACAD. STAFF	UNIV. STAFF
PD - Fall	\$9,960.24	1	1	1	2	1		1	1	6	
PD - Spring	\$25,235.12		1	3		3		2	3	5	1
RCA - Fall	\$22,868.00		1	2		1			4		
RCA - Spring	\$65,405.83	2	2	5					9		
CI - Fall	\$4,000.00			1					1		
CI - Spring	\$19,000.00		1	3	2				4	2	
WTFS - Fall	\$5,957.49			1					1		
WTFS - Spring	\$5,957.49			1					1		
PF - Fall	\$2,065.00			1	2				3		
PF - Spring	\$630			1					1		
CD - Fall	\$1,000.00		1						1		
CD - Spring	\$0										
TOTALS:	\$162,079.17	3	7	19	6	5	0	3	28	13	1

TOTAL AWARD AMOUNT SUMMARY

Professional Development: \$35,195.36

Research & Creative Activities: \$88,273.83

Course Innovation: \$23,000.00

WI Teaching Fellows and Scholars: \$11,914.98 (1 Fellow, 1 Scholar)

Publication Funds: \$2,695.00

Creative Dissemination: \$1,000.00

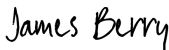
Grand total: The UPDC awarded \$162,079.17 throughout FY25. (The committee started the year with \$140,139 and was able to award more due to previously awarded projects that concluded in FY25 having remaining funds to return.)

Summary of Other Committee Actions

- 10/14/24: Approved change in UPDC Guidelines (pgs 5, 10, 11): “Applications not approved by the Director of the ORSP will be advanced to UPDC for final determination.”
- 4/28/25: Inclusion on pg 1 of UPDC Guidelines: “*The UPDC will produce an Annual Report at the conclusion of each academic year. This report must receive majority approval at the final UPDC meeting of the academic year, which should be scheduled at least two weeks before the last Common Council meeting of the academic year. Once approved, the Annual Report will be routed for signatures by the ORSP and subsequently forwarded to the Common Council at least one week prior to its final meeting of the academic year. The Annual Report will be published on the UPDC website.*”
 - Approval of FY25 report

Signature Page

Chair - University Personnel Development Committee

Signed by:

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10/15/2025
Name Date

Office of Research & Sponsored Programs (ORSP) representatives

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Name Date

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10/15/2025
Name Date

Controller's Office representative

Signed by:

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10/18/2025
Name Date

Any questions regarding this report can be directed to updc@uwsp.edu and orsp@uwsp.edu