

Revised Task Charter Template for Strategic Planning

To be filled out by Strategic Planning Working Group:

GOAL 9: Invest in Human Resources

Initiative 9.3. *Increase financial support and expand opportunities for continuing faculty and staff professional development.*

Task Name: **Task 9.3.2:** *Expand Opportunities for faculty and staff to attend professional conferences without the need to present papers.*

Task Sponsor: *Provost & VC for Academic Affairs and VC for Administration & Finance*

Task Group Leaders: *Faculty and Academic Staff Development Board*

Task Description: *Expand opportunities for faculty and staff to attend professional conferences without the need to present papers.*

Task Objectives:

1. Expand professional conference attendance for all UW- River Falls Faculty and Staff.

Task Outcomes (Deliverables):

- 1. Establish criteria for attendance at appropriate professional conferences.*
- 2. Define the parameters of a "professional conference".*
- 3. Identify sources for funding of conference attendance.*
- 4. Determine appropriate levels of conference attendance financial support for professionals.*
- 5. Identify resources to allow faculty and staff to attend a minimum of one professional conference per year.*
- 6. Develop a cycle of continuous funding support throughout the academic year rather than set due dates to facilitate attendance and to avoid financial hardship on faculty and staff.*

Scope:

In Scope

- 1. Define staff to include non-teaching and teaching academic staff.*
- 2. Allocations available for both Faculty and Academic Staff funds*
- 3. Sustainability of funding.*

Out of Scope

- 1. Recommendation to change union contracts for various classifications of employees.*
- 2. Personnel rules as set forth in UW- River Falls Faculty and Academic Staff Handbook.*

Appropriate Governance Mechanism/Process:

1. Review by UWRF Executive Council

2. *Ratification by UWRF Faculty Senate*
3. *Ratification by UWRF Academic Staff Council*

To be filled out by Task Team: (Working Groups – Feel free to add your input into these sections, too)

Assumptions:

Stakeholders:

Timeline and Milestones: (Preliminary/kick-off stage)

Task Team – Membership and Roles:

Metrics/Evaluation/Assessment:

Risks and Mitigation: