

William Paterson University Career Development/Tuition Reimbursement Program

FY 25 Career Development Procedures

Career Development applications will be submitted via a Qualtrics Survey

Please submit a separate application (including budget page) for each request.

Link: https://wpunj.qualtrics.com/jfe/form/SV_0rgHS9fWxbIVrUi

All applications must include the following components in the order specified:

1. Project/Activity Information
 - Include the title, dates, duration, and location of the activity.
2. Narrative
 - Provide a clear overview of the activity, including objectives and expected outcomes.
 - Explain how the activity has supported or will support your growth in teaching, research, creative/scholarly work, and/or service.
3. Conference/Research Documentation
 - If presenting a paper, chairing a committee, or engaging in a similar activity, include documentation of the event with your application.
 - For academic disciplines or professional credentials requiring continuing education for certification/recertification, provide:
 - Proof of accreditation requirements.
 - Number of CE credits required.
 - Timeframe for completion.
 - Research Travel:
 - Attach an approved Research Agenda, including a detailed daily itinerary outlining research activities distinct from personal time.
 - Provide evidentiary documentation and supporting materials demonstrating the expected outcomes of the research.
4. Budget
 - You may apply for funding for multiple activities.
 - For overnight travel requests, a Workday Spend Authorization must be submitted prior to travel.
 - All travel must comply with WPU travel policies and guidelines. Reimbursements will follow the WPU Travel Policy.

Submitting Application via Qualtrics Link:

- **Deadline date: March 1st ***
- Questions: Please reach out to Rhonda Gordon at email: gordonr17@wpunj.edu

Dr. Sandra Hill Associate Provost for Academic Affairs

** If March 1st falls on a weekend, the submission deadline will be the following Monday*