

Professional Development Contributor Program

Office of Faculty Development & Continuing Education

Program Overview

The Office of Faculty Development & Continuing Education (OFDCE) oversees a program of professional development rewards for individual contributors to Faculty Development programs and products. Below you will find information in an FAQ format for how this program is executed. If you have questions about this program that are not answered in this document, please [contact us](#).

Who is eligible to participate in the OFDCE contributor program?

WSU faculty or staff who contribute to the development of an OFDCE session, program, or product are eligible to participate. Faculty and staff whose units have sufficient professional development funding will be reviewed on an individual basis. We still welcome all participation!

What counts as a contribution to an OFDCE program or product?

There are three categories of contribution:

1. Subject Matter Expert and/or Presenter (live, hybrid, recorded, or asynchronous)
2. Reviewer for an eLearning course, infographic, or similar
3. Panelist (live, hybrid, or recorded)

How do I know what category of contribution I provided?

Reference the OFDCE Project Charter document for the project in which you are involved with the OFDCE, which outlines the roles and contribution of each project stakeholder. The Project Charter is typically sent by e-mail after a project launch/kickoff meeting. The Project Charter is also located in the Asana project in the Overview section. If you are still unsure of your role, please [contact us](#).

How many points are earned based on contribution?

Subject Matter Expert and/or Presenter = 500 Points

eCourse Reviewer = 100 Points

Microcourse/Infographic Reviewer = 50 Points

Panelist = 100 Points each panelist

How do I use the points?

Points are converted to an equal amount of dollars that can be used for any professional development relevant to your educational role at WSU. Examples of allowed professional development include:

- Conference Attendance and Travel
- Webinar Registration Fees

- Books/Publications
- Trainings

Example 1:

You earned 1000 points being the presenter for two sessions, which means you have \$1000 to use for a conference registration fee or other professional development event or program.

Example 2:

You earned 100 points serving as a reviewer for an eCourse, which means you have \$100 to purchase a couple new publications related to your work or to apply towards a webinar registration fee.

What if the points earned only cover part of the cost for conference registration?

OFDCE can work with your department/office to split up the cost accounting so that your department/office sponsors the remainder of the cost. [Contact us](#) for details.

If points are used for professional development that requires travel, who manages the travel?

The expense authorization, expense report, travel arrangements, and any other administrative responsibilities associated with the professional development opportunities are not managed by OFDCE. The contributor will need to designate an admin contact who typically manages their travel and connect that person with OFDCE for budget information.

What if multiple people contributed to the program or product?

By default, the incentive points are split evenly between multiple contributors. Contributors may request that points be divided differently among each person.

What if I am a presenter repeating content I have provided in the past for an OFDCE program or product?

For SMEs/Presenters/Panelists, sessions that are repeated with minor updates earn half the original points.

There are no repeat points for reviewers. Exceptions will be made by OFDCE if significant changes are made for an iterative review.

Is there a limit to how many points a contributor can earn?

2000 points annually (7/1-6/30 for the WSU budget year) is the maximum a contributor can earn.

Is there a limit to how many points a contributor can use at one time?

2000 points is the maximum a contributor can use in a single budget year (7/1-6/30 for the WSU budget year). Any unused points will roll over to the following budget year.

Do points expire?

Your points will roll-over from year-to-year and will continue to be available as long as this program is funded. There are limited funds allocated for this program annually – we encourage you to notify us as soon as you are aware of how you would like to use your funds. OFDCE and the College of Medicine Office of the Dean has the discretion to change this practice based on annual funding.

Can a contributor donate/transfer points to another WSU employee?

Points cannot be donated/gifted or transferred.

I contributed to a program or product before I learned of this program. Do I have points available?

OFDCE began tracking contributor points in January 2022. Please [contact us](#) to find out if your past contribution has been logged.

How do I check my points balance?

[Contact us](#)! We would be glad to share your current points status.