MSCF Guidelines for Requesting Faculty Professional Development Funds

1) Any faculty member who is currently teaching may apply for faculty development funds.

2) Full-time faculty members are eligible for up to $1,200 during the 2015-2017 two-year contract cycle with the money being counted in the fiscal year in which it is encumbered. It is critical that faculty members understand that if the proper paperwork is not filed with the Business Office to encumber the funds during the fiscal year in which the Faculty Development activity occurred, it will be counted in the following fiscal year. This could affect their eligibility for funds in the following two-year contract period.

3) Part-time and Adjunct Faculty members are eligible for a pro-rated amount of funds based upon their teaching load for the previous academic year (fall-summer).

4) Funding may be requested for a variety of educational/professional development courses. Some examples include, but are not limited to: workshops, conferences, classes, professional journals, memberships in professional organizations, books/materials and other activities related to professional development, teaching, learning and leadership.

5) Faculty members are eligible to use these funds for activities that may lead to column advancement.

6) Faculty members are expected to share with their peers the information they receive (in summary form) from the activity funded by Faculty Development Funds.

7) Requests for funding must be submitted to the Personnel Committee before an event in order to be considered for approval.
   a) Requests must be received by the chairperson at least 48 hours prior to the scheduled Personnel Committee meeting.
   b) If the committee receives the Request Form before the event, but not in time to be considered at its last regular monthly meeting prior to the event, it will still be considered. However, the faculty member must then pay for the activity and seek reimbursement if and when the request is approved. The person is taking a substantial risk that the activity may not be approved.
   c) Requests after an event has taken place will not be approved – don’t even ask!

8) Professional development fund request forms should be submitted with the following documentation as applicable:
   a) Event brochure or registration webpage printout showing the cost of the activity
   b) Printout showing the cost of membership
   c) Printout showing the cost of airfare
   d) Printout showing the cost of vehicle rental
   e) Printout from website such as MapQuest showing total distance in miles. Mileage is calculated from home campus, unless distance from home to destination is closer to the event.
   f) Printout showing cost of books or other materials

Faculty Development Fund Approval Process:
1) Completed form is forwarded to Personnel Committee.
2) Personnel Committee reviews and recommends.
3) MSCF Meeting reviews and recommends.
4) Reviewed and approved through Shared Governance.
5) Copy of approved form sent to faculty member and Business Office.
6) Faculty member completes Purchase Requisition/SEMA4 expense form for payment/reimbursement and sends to Personnel Committee Co-Chair for signature.
7) Faculty are required to notify Personnel Committee Chair if approved funds are not used in full; otherwise, it will be assumed that funds were used in their entirety.

(Revised 11/21/16)