

## *Faculty Professional Development Award Request*

Name: \_\_\_\_\_ Department: \_\_\_\_\_

What are you requesting professional development funds for?

If the request relates to an activity (conference, workshop, class, etc.), what is the activity, and where and when will it take place?

If the request relates to other resources (books, materials, etc.), please describe them or include supporting documentation that describes them.

How will these funds support development needs of yours, your department, and/or the college?

<b>Expenses:</b>	Meals	(+)	_____
	Lodging	(+)	_____
	Private Car	(+)	_____
	Air Fare	(+)	_____
	Other	(+)	_____
	Registration	(+)	_____
	<b>Total Activity Cost</b>	(=)	_____

<b>Funding:</b>	Personal Contribution	(-)	_____	
	Department Budget	(-)	_____	Cost Center: _____
	Other Funding Sources	(-)	_____	Cost Center: _____
	<b>Prof. Dev. Funds Request</b>	(=)	_____	

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Professional Development Fund Award Amount: \_\_\_\_\_ Cost Center: **114100**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Professional Development Committee Chair

# MSCF-TRF PROFESSIONAL DEVELOPMENT GUIDELINES

## Master Contract, Article 17

Each college will allocate faculty development funds at the rate of two hundred fifty dollars (\$250.00) per each full-time equivalent faculty position at the college during the preceding academic year. The MSCF Chapter shall determine an equitable procedure for the distribution of faculty development funds.

These funds are to be used to support the professional development of the faculty, the development needs of the academic departments or areas, and the planned instructional priorities of the college. Funds provided by this section shall be used for financing expenses for faculty members only to attend conferences, workshops, take college courses and other activities off campus, or for the provision of on-campus activities for staff development of the faculty. These funds may be used to reimburse the cost of travel, housing, meals, and registration associated with participation in professional conferences, workshops, and similar meetings or memberships.

The committee may carry over a portion of the funds not used in one academic year to the next academic year as follows:

As of June 30, 2003, funds carried over from one academic year to the next academic year may not exceed one-third (1/3) of the college's total faculty development funds provided by this section for that year.

The college president or designee may review proposed faculty development expenditures, and may veto a proposed expenditure within one (1) week of its receipt if the proposed expenditures do not

Nothing in this section shall preclude the local MSCF Chapter from proposing to spend faculty development funds on joint activities with other groups at the college. Upon mutual written agreement, the MSCF Chapter president and college president may agree to another method for determination of the use of college level development funds.meet the purposes stated above.

## MSCF-TRF CHAPTER POLICIES

**Eligibility.** Those eligible to request professional development funds from MSCF-TRF are: **(a)** faculty whose *assigned campus* is TRF on the seniority roster, **(b)** FBM Faculty whose *assigned campus* is *not* EGF, and **(c)** faculty with *no assigned campus* but recognized by all involved parties as TRF faculty.

**Professional Development Committee.** The MSCF-TRF Professional Development Committee consists of the MSCF-TRF President and Grievance Rep., both TRF Division Chairs (Liberal Arts and Tech & Trade), and 4 At-Large members. This committee's charge is to manage the process for distributing Professional Development funds. All requests should be submitted to the Chair of the committee.

**Application Forms.** To request funds, applicants must submit to the Committee Chair the following:

1. *Faculty Professional Development Award Request form*
2. Appropriate documentation relevant to the request

Faculty should retain copies of approved *Request forms* and attach the signed originals to *purchase orders* or to *expense forms* (SEMA4) when requesting reimbursement.

**Maximum Request Amount (2020-21):** \$1,000

**Funds Distribution Process.** On a first-come, first-served basis, requests up to the current year's *Maximum Request Amount* will be approved by the committee. The *Maximum Request Amount* is reviewed annually by the committee and adjusted up or down as appropriate, based on how much of the fund is rolled over at the end of the year. The committee will keep the faculty updated on the approximate amount of funds available. Depending on the amount left near the end of the year, the committee may approve extra requests from faculty who have already received the maximum (though at that point, the committee will consider a variety of factors beyond just first-come, first-served, depending on the number and scope of requests).

**Timing.** Activities funded must take place during the fiscal year for which the funds were budgeted. Any activity that takes place after June 30 of each fiscal year will be considered requests towards the next fiscal year funds. Whenever possible, applications for funding should be made (and approval received) prior to the date the professional development activity is to take place. The committee is committed to acting on the applications and responding to applicants as soon as possible after the application.