

# **MSCF-EGF Policy 1001**

## **Skills for Teaching/Technical Updating Fund (S.T.T.U.F.) policy**

Use of College Level Funds for Professional Development allocated for faculty development as per the current Master Agreement between MnSCU Board of Trustees and MSCF shall be consistent with and in accordance with the language of the current agreement.

The money from this fund is to be used for the improvement of instructional and educational activities through professional development of the faculty. This may be for expenses incurred while attending college courses, state or national professional conference, trade seminars or workshops, educational industry conferences, working in industry to learn new technology (without pay), and books required for approved professional development activities. (Books purchased with STTUF funds become the property of the college).

### **MAXIMUM GRANT PER INITIAL REQUEST:**

Requests for grant funds will be available and awarded as per the established procedure.

### **Who may apply for the funds?**

All faculty member of NCTC-EGF are eligible for STTUF Funds. The Chapter looks to distributing the funds as fairly and equally as possible.

Date of Adoption: 5/9/2014

Date of Implementation: 5/9/2014

Date & Subject of Revision: 4/3/2015 Clarified wording and procedure, added distinctions between MSCF members and non-members request for funds utilization.

4/29/2016 Clarified wording and procedure, added distinctions for maximum amount for fair share employees after initial request, added process for submission of requests after the activity has occurred, and adopted wording for requests to be submitted electronically.

3/17/2023 Removed language regarding fair share members.

9/25/23 Clarification and rewording of policy and procedure.

# **MSCF-EGF Policy 1001P**

## **Skills for Teaching/Technical Updating Fund(S.T.T.U.F.) procedure**

### **When must the activity take place?**

The activity must take place during the fiscal year (July 1 – June 30) for which the funds are budgeted. Any activity that takes place after June 30 will count against the following fiscal year funds.

### **When to apply for funds?**

Please apply as soon as possible. The STTUF Coordinators are committed to acting on the applications as soon as possible after receiving it. Applicants will be notified as soon as possible of approval or denial. Applications for funding should be made prior to the date the professional development activity is to take place. Applications submitted after the activity has occurred will still be accepted.

The STTUF fund request form are to be completed and submitted electronically to the STTUF funds Coordinator.

**Procedure to Apply for STTUF Funds:**

It is important for us to know who intends to use STTUF funds throughout the year so we can anticipate the total dollars needed. Fill out a STTUF funds request form estimating the cost with the procedure below.

1. Submit STTUF form to the STTUF Coordinator for approval. PLEASE NOTE: Funding is handled through the reimbursement process. Costs are not paid "up- front."
2. Next the STTUF Coordinator will notify the requestor of approval or denial of request.
3. Obtain proper signatures/approvals from your Dean for any amount not covered by STTUF funding.
4. Fill out a "Travel Request – In State" or "Travel Request – Out of State" and obtain approval(s) as needed, if applicable. Attach supporting documentation and Approved STTUF form.
5. After the professional development activity has been completed, submit completed expense report, approved STTUF application, and all receipts to your Dean for reimbursement.

**Initial Funds Distribution:**

All full-time faculty are eligible for a maximum initial approval of \$300 in STTUF funds.

All part-time and adjunct faculty are eligible for a maximum initial approval of STTUF funds of a pro-ration of \$300 commensurate with their teaching load (e.g., a part-time instructor teaching 50% of a full-time load is eligible for a maximum initial approval of \$150).

**Excess Funds Distribution:**

Any non-allocated funds will become available to all faculty after end of business on the Friday following spring break. Requests for more than the amount of the maximum initial approval will be re-evaluated, for potential disbursement and the appropriate departments will be notified.

To be considered for STTUF funds, the application is requested by the Friday after spring break. \*\*NOTE: Professional development activities occurring after this day that are completed by June 30 of that year can still be awarded funding but these requests must be received by the Friday following spring break.

After the Friday following spring break, the professional development coordinators and Dean will meet to determine distribution of the un-allocated funds. The goal shall be to distribute all funds allotted for the fiscal year knowing that 1/3 of the allocated funds for the year can be carried over to the next year.

Distribution of unallocated funds to fill request for funds in excess of the maximum initial approval will take into consideration the distribution of excess funds in previous years with

the goal of keeping the distribution of funds as fair and equal as possible. There is no individual limit to the additional funds awarded.

Date of Adoption: 5/9/2014

Date of Implementation: 5/9/2014

Date & Subject of Revision: 4/3/2015 Clarified wording and procedure, added distinctions between MSCF members and non-members request for funds utilization.

4/29/2016 Clarified wording and procedure, added distinctions for maximum amount for fair share employees after initial request, added process for submission of requests after the activity has occurred, and adopted wording for requests to be submitted electronically.

3/17/2023 Fixed a typo in the procedure section; updated language on maximum initial funds distribution and excess funds distribution for MSCF members.

9/25/23 Clarification and rewording of procedure.

8/7/24 Update with initial funds distribution.