

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING**

POLICY # E-2

- TITLE:** FUNDING FOR FACULTY DEVELOPMENT ACTIVITIES
- POLICY:** The Faculty Development Subcommittee shall be responsible for making recommendations to the Dean of the College of Nursing regarding funding of faculty for activities that contribute to faculty development.
- RATIONALE:** This is a policy to guide the Faculty Development Subcommittee in disbursement of funds available for faculty development.

DESCRIPTION:

1. The Dean of the College of Nursing establishes the size of the pool of funds available for faculty development activities and notifies the Faculty Development Subcommittee of the amount established for disbursement by September 1.
2. Funds will be allocated across three categories
 - Category I Presentation of research or scholarly activity
 - Category II Attendance at professional conferences
 - Category III Educational programs for the faculty as a whole
3. Faculty development activities **not** included under this policy are:
 - a. Faculty/committee meetings or teaching obligations that require travel.
 - b. Dean's travel.
 - c. Recognition ceremony
 - d. Faculty development travel paid by Campus Director's discretionary funds.
 - e. Faculty trips requested by the Administration.
 - f. Formal education, e.g. masters or doctoral courses
 - g. In-state professional development
4. Within one fiscal year (July 1 - June 30) an individual faculty member may not receive faculty development funding more than twice.
5. Funds that have not been allocated by April 15, may be used to enhance previously awarded requests.
6. Unallocated funds are returned to the Dean of the College of Nursing by May1.

PROCEDURE:

1. Faculty Development funding requests can be made by individuals or committees.
2. The Faculty Development Funding Application (attached to the policy) is to be used for all funding requests. Incomplete or unreadable applications or failure to follow the procedure will result in the return of the application without a review by the Faculty Development Subcommittee.

PROCEDURE: FACULTY RESPONSIBILITIES

1. Confer with the Campus Director and complete the Faculty Development Funding Application. A complete Faculty Development Funding Application includes:
 - a. Faculty Development Funding Application form
 - b. Conference brochure
 - c. Letter of acceptance of presentation (if requesting funds as a symposium organizer or presenter)
 - d. Blank copy of Rating Schema form
2. The original Faculty Development Funding Application is sent to the chairperson of the Faculty Development Subcommittee.
3. A copy of the Faculty Development Funding Application is sent to each of the Faculty Development Subcommittee members.
4. Out-of -State Travel Request and Justification form is submitted, according to the MSU travel policy prior to the trip.
5. Materials for reimbursement, according to the CON reimbursement procedure, must be submitted within 10 working days of returning from the faculty development activity.
6. A summary report of the faculty development activity must be submitted to all faculty, via e-mail, within 20 working days of returning from the faculty development activity. The College of Nursing will maintain a hard copy of each summary report for a period for three (3) years.

PROCEDURE: FACULTY DEVELOPMENT SUBCOMMITTEE RESPONSIBILITIES:

1. A call for Faculty Development Funding Applications is made, via e-mail to all faculty, at least twice each academic year.
2. Faculty Development Funding Applications are reviewed, in a timely fashion, using this policy and assigned a score based on the numerical Rating Schema.
3. At the beginning of each academic year the Subcommittee will set dollar allotments based on the range of possible scores on the numerical Rating Schema
4. The Chairperson submits the funding level recommendations to the Dean.
5. Following a review of the recommendations, by the dean, the chairperson notifies the faculty member of the final funding allocation.

Reviewed/Approved:

Level I: Faculty Affairs Committee (Nov, 2003)

Level II: Dean (Dec, 2003)

ATTACHMENT #1: Faculty Development Funding Application form

ATTACHMENT #2: Rating schema form

**POLICY #E-2
ATTACHMENT #1**

FACULTY DEVELOPMENT FUNDING APPLICATION FORM

- Date: _____
1. Faculty Name: _____
 2. Employment Status: _____ Contract _____ Tenure Track _____ % FTE _____ Date of Appointment _____
 3. Name of event and sponsoring organization: _____
 4. Dates: _____ Location: _____
 5. Last trip supported by Faculty Development funds: _____ Date _____
 6. Faculty Development trip summary report filed: _____ Date _____
 7. Estimate of out-of-pocket support for faculty development activities in the past 12 months: \$ _____
 8. Please provide a list of the faculty development activities indicated in #7 (include title of the activity, organizational sponsor, and city/state).
 9. Request Category
 - a. Conference planning committee _____
 - b. Symposium organizer _____
 - c. Presenter (poster, podium, symposium) _____
 - d. Attendance only _____
 10. Estimate the cost of proposed trip
 - a. Registration \$ _____
 - b. Transportation \$ _____
 - c. Meals \$ _____
 - d. Lodging \$ _____
 - e. Other \$ _____Total \$ _____
 10. In addition to out-of-pocket, do you have other sources of financial support for this trip?
 - a. No
 - b. YesIf Yes, how much will you receive from other sources? \$ _____
 11. Attach a typed no more than 300 word statement of how this program, for which you are requesting Faculty Development Funds, enhances your role in teaching, research, or service/practice/leadership. Be clear and concise. You do not necessarily need to address all areas of your faculty role.

Signature of Faculty Member _____

Signature of Campus Director _____

**POLICY #E-2
ATTACHMENT #2**

RATING SCHEMA

This form is to be completed by Faculty Development Subcommittee

- _____ 1. The faculty statement demonstrates that the activity is relevant to enhancing the faculty role. (4 points)
- _____ 2. Amount of out-of-pocket resources expended for faculty development activities in last 12 months (1 -3 points)
- _____ 3. Employment status
 - Tenure/tenure track (4 points)
 - Contract - full time employment for 5 years or more (3 points)
 - Contract - full time employment for less than 5 years (2 points)
 - Contract - part time (1point)
- _____ 4. Attendance Only (2 points)
- _____ 5. Planning Committee member (2 points)
 - Podium or symposium presenter (3 points)
 - Symposium organizer (4 points)
 - Poster presenter (3 points)

Failure to submitted a summary report for an activity supported by the Faculty Development funds results in a deduction of five (5) points from the total score.

Total Points _____

Trip Recommended for funding: _____ Yes _____ No

If NO (explanation) _____

Faculty Development Subcommittee funding level recommendation: \$_____

Faculty Development Subcommittee review date: _____

Dean of College of Nursing review date: _____

Amount of funding approved by the Dean of the College of Nursing: \$_____

Date applicant notified of funding approval: _____

Date the trip summary report received: _____