

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING**

POLICY # E-2

- TITLE:** FUNDING FOR FACULTY DEVELOPMENT ACTIVITIES
- POLICY:** The Faculty Development Committee 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 Committee in making recommendations for the 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 Committee 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. Faculty development travel paid by Campus Director's discretionary funds.
 - d. Faculty trips requested by the Administration.
 - e. Formal education, e.g. masters or doctoral courses
 - f. In-state professional development (less than \$750—which should include conference fee, travel, meals, and lodging)
 4. Faculty Development funding requests can be made by individuals or committees, and can only be requested for the CURRENT fiscal year (July 1- June 30).
 5. The Faculty Development Funding Application is to be used for all funding requests. Incomplete or illegible applications or failure to follow the procedure will result in the return of the application without a review by the Faculty Development Committee.
 6. Within one fiscal year (July 1 - June 30) an individual faculty member may not receive faculty development funding more than once.
 7. By May 1, funds that have not been allocated or funds that have been returned to the pool will be returned to the Dean of the College of Nursing. Funds may not be used to enhance previously awarded requests.

Reviewed/Approved:

Level I: Faculty Development Committee, May 2012

Level II: Faculty President, Barb Prescott, September 2012