

**MONTANA STATE UNIVERSITY  
COLLEGE OF NURSING**

**POLICY E-4: PROCEDURE**

**TITLE:** FACULTY DEVELOPMENT POLICY

**PROCEDURE:**

I. Professional development of individual faculty member.

- A. The responsibility of the individual for their own professional development includes:
  - 1. Identify measurable short and long term goals annually.
  - 2. Develop strategies for achievement of identified goals.
    - a. Identify pertinent faculty development activities that will increase individual growth.
    - b. Assess relevance of identified activities to the mission, role, scope and selected goals of the College of Nursing.
    - c. Assess feasibility of engaging in the identified activities.
    - d. Identify appropriate funding sources to support activities.
  - 3. Annual review of progress toward short and long term goals.
- B. The responsibility of the collective faculty for the development of the individual faculty members includes the following:
  - 1. The Campus Director discusses short and long term goals with the individual at the annual review and facilitates goal achievement throughout the year.
  - 2. Administrators and the faculty organization (e.g., committees and specialty groups) disseminate information that will facilitate development of the individual faculty member.
  - 3. Annually the Dean of the College of Nursing allocates the funds available for faculty development activities.
    - a. Faculty Development Committee reviews faculty applications for funding and makes recommendations to the Dean. Dates for review will be included on the Master Calendar.
    - b. The Campus Director may allocate portions of discretionary funds for development activities of an individual faculty member.
    - c. The Dean distributes other funding when available through university administrative resources (e.g., MSU Office of Research).

## II. Professional development of the collective faculty.

- A. The responsibility of the individual for the development of the collective faculty includes:
  - 1. Participating in the biennial identification of collective faculty development needs.
  - 2. Disseminating information from individual development activities (e.g. conferences and workshops).
  - 3. Sharing particular skills and areas of expertise (e.g., conducting workshops, providing consultations).
- B. The responsibility of the collective faculty for development of the collective faculty includes the following:
  - 1. Faculty Development Committee is responsible for a biennial assessment of collective faculty development needs.
  - 2. Faculty Development Committee analyzes data from the needs assessment and presents findings to Executive Council with recommendations for implementation.
  - 3.
  - 4. Executive Council acts upon recommendations of Faculty Development Committee to implement faculty development activities.
  - 5. Faculty Development Committee reviews applications for funding and makes recommendations to the Dean consistent with [Policy E-2, Funding for Faculty Development Activities](#).
  - 6. Any committee or group from the faculty organization can recommend, initiate and implement faculty development activities.
  - 7. Faculty Development Committee serves as a resource for those implementing faculty development activities (e.g., guidelines for workshop planning and evaluation).

ATTACHMENT#1: Faculty Development

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 POLICY #E-4: Procedure  
 ATTACHMENT #1

Level	Relevance to Mission Role and Scope of College of Nursing	What the responsibility is:		
		Individually	Collectively	Evaluation
Individual Faculty Member	Goals of individual faculty members should be relevant to mission, role, scope and goals of College of Nursing.	Identify measurable short and long-term goals, annually.	Campus Director discusses individual's goals with individual and facilitates goal attainment on an ongoing basis.	Individual and Campus Director evaluate goals annually.
	The individual's faculty development activities if funded by the CON must be congruent with mission, role, scope and goals of the College of Nursing.	Identify pertinent individual faculty development activities designed to enhance competencies in faculty role.	Administrators and faculty organization facilitate dissemination of relevant information and resources.	Written documentation of impact of College of Nursing funded faculty development activities.
Faculty as a Collective Body	Goal of collective faculty development activities must reflect identified needs of College of Nursing.	Identify and inform Faculty Development Committee regarding faculty development needs.  Be attentive to national and local issues that affect nursing and the mission of the College of Nursing.  Be available to share individual expertise with faculty.  Share with faculty relevant information, issues & trends.	Faculty Development Committee implements biennial assessment of faculty development needs.  Based on needs assessment, faculty organization, facilitates the planning, implementation and evaluation of faculty development activities.	Evaluation included in planning implementation of faculty development activities.