PROCEDURE ON FACULTY DEVELOPMENT FUNDING
(Corresponding Policy: #E2 – Funding for Faculty Development Activities)

OVERVIEW: The Faculty Development Funding Application 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 Committee.

PROCEDURE: FACULTY RESPONSIBILITIES

1. The faculty identifies a conference/training event that falls within the funding cycle: **July 1st to June 30th** of that academic year. Conferences/training events which are after the June 30th deadline must be submitted for consideration the following year.
2. The applicant completes the Faculty Development Funding Application, and obtains the signature of the Campus Director
3. The applicant gives the signed original Faculty Development Funding Application to the campus representative of the Faculty Development Committee. Via e-mail, the applicant sends electronic copies to each member of the committee.
4. If funding is awarded, faculty must complete the required official MSU paperwork both before and after travel is completed. The required forms and documentation are detailed on the CON website, under "Resources for Faculty and Staff".
5. A summary report of the faculty development activity must be submitted to the Faculty Development Committee, via e-mail, within 20 working days of returning from the faculty development activity.

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 and are assigned a numerical score based on a rating schema. The Faculty Development Funding Applications will then be prioritized according to the number of points earned on the rating schema.
3. Based on the available pool of funds for that funding cycle, the Faculty Development Committee will recommend complete funding of the applications that garnered the most points.
4. The Chairperson submits the funding recommendations to the Dean.
5. After the Dean approves and finalizes the funding recommendations, the chairperson notifies the faculty member of the final funding allocation.
6. The Faculty Development Committee will maintain a hard copy of each summary report for a period for three (3) years.

Reviewed/Approved:

Level I:
Level II:

POLICY #E-2, ATTACHMENT #1
FACULTY DEVELOPMENT FUNDING APPLICATION FORM

Faculty name: Click here to enter text.	Date: Click here to enter a date.

Employment status: Choose an item.	
If tenure track, are you: Choose an item.	
If part time, please provide your FTE (Example: 0.5 FTE): Click here to enter text.	

Name of conference/event : Click here to enter text.	
Sponsoring organization: Click here to enter text.	

Arrival date: Click here to enter a date.	Departure date: Click here to enter a date.

Location: Click here to enter text.	Conference/event website: Click here to enter text.	Involvement in conference/event: Choose an item.	

In less than 300 words, please explain how the use of Faculty Development Funds to attend this conference/event will enhance 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. Click here to enter text.

Have you accepted Faculty Development Funds in the past TWO academic years? Choose an item.	
Are you anticipating funding from additional sources (e.g. grant, organization)? Choose an item.	

Estimate the cost of the proposed trip (below)	
Registration: Click here to enter text.	Transportation: Click here to enter text.
Meals: Click here to enter text.	Lodging: Click here to enter text.
Other: Click here to enter text.	**TOTAL ESTIMATED COST**: Click here to enter text.

* Applicants who are presenters, symposium organizers, or planning committee members must submit a letter or e-mail showing their involvement or acceptance for symposium/presentation.

Signature of Faculty Member _____

Signature of Campus Director _____