

# Faculty and Academic Professional Development Fund Guidelines

## Professional Development Fund

Professional development is the systematic plan to increase the growth and development of members of the campus community and thus promote the mission of the University of Minnesota, Crookston. The purpose of professional development is to facilitate, promote, and encourage activities that further the effectiveness of teaching, learning, research, and service by faculty and staff at the University of Minnesota, Crookston (UMC). UMC encourages and supports the continued development and advancement of its faculty and staff by offering financial support for these activities.

## Approved Professional Development opportunities

- Funds are to be used for presenting or attending professional and scholarly workshops and conferences.
- Establishing international collaborations in teaching, research, and service, and other appropriate academic pursuit.
- Funds may be used for attending meetings required for one's appointed or elected positions (e.g. board member requirements)

## Principles and Guidelines

- All members of the University of Minnesota, Crookston, Faculty Assembly are eligible for professional development funds.
- Individual employees or groups of employees are eligible to request funding.
- Priority is given for the dissemination of scholarly products (typically research) and/or bolstering the international profile for teaching or research.
- Funds may not be used to support faculty to attend or supervise student-oriented club activities, events, conferences, workshops, study abroad, or other similar activities.
- Completed applications must be submitted to the chair of the professional development committee **prior to the event**. All individuals need committee approval to receive funding.

Applicants may receive up to a maximum of \$850 per fiscal year (July 1 – June 30) for professional development that occurs in the contiguous U.S. to cover expenses related to:

- Travel
- Lodging
- Meals
- Registration costs

- Applicants may propose using funds across two fiscal years up to the maximum funding limit for travel outside the contiguous U.S. in a two year period, but not in consecutive years.
- Faculty are eligible to apply for an additional \$500 funding every 2 years for travel outside of the contiguous U.S.
- Professional development funds are allocated on a fiscal year basis, and grants are attributed to the fiscal year of the last day of travel (or the event).
- Applications must be sent as an attachment via email to the chair of the Professional Development Committee prior to the event funds are intended for use.

### **Professional Development Committee & Review Process**

The Professional Development Committee (PDC) comprises one elected representative from each academic unit and the Vice Chancellor for Academic Affairs who serves as a consultant/advisory member. The faculty members are elected by their respective academic units, and the Faculty Assembly bylaws state that one member of each department must be on the PDC. The bylaws establish 40% as the quorum for FA meetings as well as for standing committees. Allocated funds will be distributed based on the committee meeting a minimum of 4x per fiscal year. The PDC will promptly communicate to the applicant the results of that review within approximately 5 business days after the application deadline. When the committee meets, they will rate and rank each application to determine the allocation of available funds. Funds will be allocated on a sliding scale with higher ranked applications receiving a greater percentage of funding. Anything approved for the fiscal year is contingent on funding within the budget of this fiscal year.

To meet this committee's mandate of equitably distributing the current funds, any awards from any prior year having gone unspent will not be available to the faculty member in the new fiscal year but rather returned to the available funds for potential use by other applicants. The exception to this is when an award is specified in the final faculty assembly for funding approved in May, but travel does not occur until June, July or August. In this case, monies allocated will be from the current fiscal/academic year. Awarded funds can only be utilized for those specific events and expenditures submitted for and approved by the PDC. Travel advances are not available. This will permit the PDC to have a clear and transparent budget, maintain the integrity of the approval process, distribute remaining funds, and be resolute to all commitments made for the funding dates scheduled during the year. The PDC continually monitors the account, the funds encumbered and actual fund usage and reconciles the account.

During the spring semester, the PDC meets to review and update as needed the criteria, process, application form, and submission dates for the next academic year. This information will be communicated to the faculty by the beginning of the fall term. Any amendment to the funding amounts will be done in consultation with FCC. At the beginning of the fall semester, the PDC will determine the total projected funding available for the academic year. Priority designation is determined by each committee after the budget is established on the year.

### **Proposal Review Process**

Each proposal will be judged on

- 1) impact of the activity to the applicant, or
- 2) whether the applicant is formally presenting or participating in a significant way