**Application for MSCF Faculty Development Funds**

1. Complete Section I on this form, including your signature.
2. Have your Coordinator complete Section II on the form, sign it and return it to you.
3. Submit the signed form to Carroll Barnes in M1150. Forms for funds to be taken from your division’s funds need to be signed and submitted by April 30, 2015. Requests for money to be taken from funds not distributed by divisions during the year and collected in the end-of-year pool need to be signed and **resubmitted** by May 15th, 2015.
4. This form will be returned to you after Carroll Barnes signs it. At that time, follow the application steps on the attached page and submit all required forms to Chris Rau in the Business Office. Keep a copy of all forms and receipts for yourself.

**Section I (to be completed by applicant):**

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Program/Department/Discipline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_

 Coordinator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dean’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Total Amount Requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of Event/Conference/Activity (see procedure for authorized use of funds):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date(s) of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is out-of-state travel or a hotel stay involved? \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_No

 Please follow correct procedures on attached pages, depending upon your answer above.

1. Describe how this event/conference/activity will contribute to your professional

 development:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Applicant’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section II (to be completed by Coordinator):**

1. Amount approved from division faculty development funds: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Amount approved for the end-of-year pool

 (which may not be available for this request): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Total amount approved: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As Coordinator, I certify by my signature below that any funds designated from my division’s allotments are available for this request and that policies have been followed regarding the allocation of faculty development funds:

11. Coordinator’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section III (to be completed by Chair of MSCF Faculty Development Funds, Carroll Barnes):**

12. Amount CURRENTLY approved from division faculty

 development funds (to be disbursed upon completion of

 event and submission of properly completed forms to the

 Business office): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Amount remaining that may be approved for end-of-year

 pool funds (to be disbursed only after #15 is signed below

 at the end of the academic year and upon completion of

 event and submission of properly completed forms to the

 Business office): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that this request complies with the standards for use of faculty development funds as set

forth in the collective bargaining agreement between MSCF and MnSCU and that funds are available in the amount designated in #12 above:

14. MSCF Fac. Dev. Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

I certify that end-of-year funds are available for any amount indicated in #13 above:

15. MSCF Fac. Dev. Chair, Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Section IV (to be completed by Vice President for Academic Affairs, Gail O’Kane):**

I direct the business office to disburse funds from MSCF Faculty Funds cost center for the amount(s) listed above and that this request complies with the standards for use of faculty development funds as set forth in the collective bargaining agreement between MSCF and MnSCU.

16. VP for Academic Affairs, Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**2014 - 2015 MSCF FACULTY DEVELOPMENT FUNDING PROCEDURES**

**Appropriate Use of Funds**

Via the contract between MSCF and MnSCU, our college has been allocated faculty development funds at the rate of $250.00 per each full-time equivalent (FTE) faculty position. These funds are to be used to support the professional development of faculty, the developmental needs of the academic departments or areas, and the planned instructional priorities of the college. Funds provided through this process shall be used for financing expenses for faculty members to attend conferences, workshops, take college courses or other activities off-campus, or for the provision of on-campus activities for staff development of the faculty. The funds may be used to reimburse the cost of travel, housing, meals, and registration associated with participation in professional conferences, workshops, and similar meetings or memberships.

**Division Allocation**

At the beginning of each academic year, the MSCF Faculty Development Funds Chair informs each coordinator of the money allocated to each division based on the prior year’s FTE in that division. All part-time and full-time faculty members are counted in the totals. **The faculty coordinator is in charge of keeping track of this money, and each division sets its own procedure to be used in dividing up its funds**. When you know the amount of money that is allocated to you, please follow the proper procedures.

**Application Steps**

The steps to be followed are determined by the type of event/conference/activity to which you will be applying your funds. There are four types of events/conferences/activities:

1. one which involves NO out-of-state-travel, NO hotel stays (in or out of state), and NO end-of-year pool requests;
2. one which involves NO out-of-state travel, NO hotels stays (in or out of state) but DOES include end-of-year pool requests;
3. one which DOES involve out-of-state travel or a hotel stay (in or out of state) but does NOT include a request for end-of-year pool funds;
4. one which DOES involve out-of-state travel or a hotel stay (in or out of state) and DOES include a request for end-of-year pool funds.

Please see the table below for the steps to follow depending upon the type of your request.

|  |  |  |
| --- | --- | --- |
| **Requests with NO Out-of-state Travel & NO Hotel Stay (in or out of state)** | **Steps for requests involving division funds** | 1. Complete Section I of Faculty Development Request form. |
| 2. Have Coordinator complete Section II. |
| 3. Forward form to Carroll Barnes. |
| 4. Get form back from Carroll. |
| 5. Forward form to Gail O’Kane for her signature and ask her to return the signed form to you. Once you get it back, make a copy for yourself. |
| 6. To cover your expenses, you can either |
| pay out-of-pocket yourself and get reimbursed: | or complete a requisition to have the college pay: |
| (a) pay; save receipts; make copies of all of them; | (a) PRIOR to event, complete a [requisition](http://www.minneapolis.edu/pdfs/requisitionforpurchase.pdf) (Cost Center = 165300); |
| (b) Submit to Chris Rau in the Business Office (i) all original receipts, (ii) the signed Fac. Dev. Request Form, (iii) and a completed [SEMA4](http://www.minneapolis.edu/pdfs/sema4employeeexpensereport.pdf) form, which will NOT need a supervisor’s signature. (Cost Center = 165300) | (b) submit (i) completed requisition and (ii) signed Fac. Dev. Request to Chris Rau in the Business Office. |
| **Additional steps for requests for end-of-year pool funds** | 7. For any portion of your expenses that are to come from the end-of-year pool, **resubmit** the Request form to Carroll between April 30 and May 15 for her signature on Item #15. (If you submitted the original request to the Business Office to get reimbursed for a portion from division funds, then have Carroll sign a copy of that original.) |
| 8. To cover your expenses, you can either |
| pay out-of-pocket yourself and get reimbursed: | or complete a requisition to have the college pay: |
| (a) pay; save receipts; make copies of all of them; | (a) PRIOR to event, complete a [requisition](http://www.minneapolis.edu/pdfs/requisitionforpurchase.pdf) (Cost Center = 165300); |
| (b) submit to Chris Rau in the Business Office (i) all original receipts, (ii) a signed (copy\* of the) Fac. Dev. Request form, and (iii) a completed [SEMA4](http://www.minneapolis.edu/pdfs/sema4employeeexpensereport.pdf) form, which will NOT need a supervisor’s signature. (Cost Center = 165300) | (b) submit (i) the completed requisition and (ii) the signed (copy\* of the) Fac. Dev. Request to Chris Rau in the Business Office. |
| \*You may need to include a note stating that the original signed form had been submitted with your request for the first portion of reimbursement. |

|  |  |  |
| --- | --- | --- |
| **Requests with Out-of-state Travel or Hotel Stay** | **Steps for requests involving division funds** | 1. Complete Section I of Faculty Development Request form. |
| 2. Have Coordinator complete Section II. |
| 3. Forward form to Carroll Barnes. |
| 4. Get form back from Carroll. |
| 5. Complete and sign a [Special Expense](http://www.minneapolis.edu/pdfs/specialexpense.pdf) form. Remember that the amounts here are only ESTIMATES; nonetheless, you will not be reimbursed for any amount over the estimate. Therefore, it is to your benefit to ESTIMATE high! |
| 6. Have your dean sign and return the Special Expense form to you. |
| 7. At least TWO WEEKS PRIOR TO THE EVENT, forward the completed Fac. Dev. Request and Special Expense forms to Gail O’Kane. (Gail will sign and will also have Interim President Mills-Novoa sign the form.) Once you get both forms back with all the necessary signatures, make copies of them. |
| 8. To cover your expenses, you can either |
| pay out-of-pocket yourself and get reimbursed: | or complete a requisition to have the college pay: |
| (a) pay; save receipts; make copies of all of them; | (a) PRIOR to event, complete a [requisition](http://www.minneapolis.edu/pdfs/requisitionforpurchase.pdf) (Cost Center = 165300); |
| (b) submit to Chris Rau in the Business Office (i) all original receipts, (ii) the signed Fac. Dev. Request Form, (iii) the signed Special Expense form and (iv) a completed [SEMA4](http://www.minneapolis.edu/pdfs/sema4employeeexpensereport.pdf) form, which will NOT need a supervisor’s signature. (Cost Center = 165300) | (b) submit (i) the completed requisition, (ii) the completed and signed Special Expense form and (iii) the signed Fac. Dev. Request to Chris Rau in the Business Office. |
| **Additional steps for requests for end-of-year pool funds** | 9. For any portion of your expenses that are to come from the end-of-year pool, resubmit the Request form to Carroll between April 30th and May 15th for her signature on Item #15. (If you submitted the original request to the Business Office to get reimbursed for a portion from division funds, then have Carroll sign a copy of that original.) |
| 10. To cover your expenses, you can either |
| pay out-of-pocket yourself and get reimbursed: | or complete a requisition to have the college pay: |
| (a) pay; save receipts; make copies of all of them; | (a) PRIOR to event, complete a [requisition](http://www.minneapolis.edu/pdfs/requisitionforpurchase.pdf) (Cost Center = 165300); |
| (b) submit to Chris Rau in the Business Office (i) all original receipts, (ii) the signed (copy\* of the)Fac. Dev. Request Form, (iii) the signed Special Expense form and (iv) a completed [SEMA4](http://www.minneapolis.edu/pdfs/sema4employeeexpensereport.pdf) form, which will NOT need a supervisor’s signature. (Cost Center = 165300) | (b) submit (i) the completed requisition, (ii) the completed and signed Special Expense form and (iii) the signed (copy\* of the) Fac. Dev. Request to Chris Rau in the Business Office. |
| \*You may need to include a note stating that the original signed form had been submitted with your request for the first portion of reimbursement. |

**Important Information**

Carroll Barnes, MSCF Faculty Development Funds Chair

Office: M1150

Phone extension: 6006

E-mail: Carroll.Barnes@minneapolis.edu

**Do not e-mail or phone in requests. A hard copy must be submitted.**

The Expense Group/Cost Center for MSCF Faculty Development funds is 165300.

Submit original receipts to the Business Office.

Make copies of EVERYTHING!

If you are requesting funds and have not attended the conference before the April deadline, turn in the application to encumber the funds for your use. Turn in all paperwork within 5 days after a trip, conference, etc. If you do not use the funds that you have encumbered, please call the faculty development coordinator and release them to the pool funds. In any event, all paper work must be turned in by **June 30**.

Once you have submitted all paperwork to the business office, questions should be directed to Chris Rau at 659-6890. The reimbursement appears in a separate area of your check.

There are group funds available for departments to use for a departmental retreat. Departments may spend up to $500. This pool of funds is limited – please apply early.

For End-of-year pool funds, fill out the appropriate form and turn it in to the faculty development coordinator before the deadline. Priority for distribution of end-of-year pool funds is given to those receiving the least amount of regular funds during the year. Part time faculty will receive funds based on credit load.

**ALL DEADLINES ARE FINAL!**

Requisitions and Special Expense forms must be signed BEFORE your event/conference/activity.

Regular request forms are due by **April 30, 2015.**

Year-end funding requests are due by **May 15, 2015.**

All paperwork is due in the business office by **June 30, 2015**.

**Do not request funds for events taking place after June 30, the end of the fiscal year.**