

# Pine Technical College

## Policy and Procedure

**Policy:** 204 Rev3

**Date:** 02/18/00 **Revision Date:** 10/07/02, 5/1/09

**Division/Dept:** Academic Affairs

**Authors:** Matt Bolf, Lori Burgan, Deborah Proctor

**Revision Authors:** Julie Shores, Ann Boldt, Kathy Arola

**Subject:** Faculty Professional Development Funds

### **Authorities:**

Agreement between MnSCU and the faculty bargaining unit. MSCF Contract Article 17- Professional Development and Academic Affairs

### **Policy:**

The College budgets for Faculty Professional Development Funds per the terms of the current faculty bargaining contract.

### **Procedure:**

1. A separate cost center shall be maintained for the Faculty Professional Development Funds.
2. The cost center manager shall be appointed by the Faculty Shared Governance Council (FSGC). Duties include:
  - a. Review and verify the budget proposed by Human Resources. The budget will be guaranteed the minimum amount allowed by the current faculty bargaining contract in addition to any amount carried over from the previous year, as allowed by MSCF Contract.
  - b. Notify faculty of the process for requesting funds,
  - c. Approve requests for first round funds,
  - d. Prepare reports for the FSGC, as requested.
3. A subcommittee designated by FSGC is charged with approving allocations for second round funding. The subcommittee consists of two MSCF members and the cost center manager, all of whom are MSCF full-share members.
4. The process for distributing funds:
  - a. First Round funding – Individual requests for funds for the maximum amount specified by the MSCF Contract for full time faculty (prorated for part-time and adjunct faculty) will be open from July 1 through March 1 of each year.
  - b. Second Round funding –
    - i. Individual requests for additional funds will be open through March 15 with allocations determined within 10 days;
    - ii. If funds remain, the cost center manager will open requests through April 15 and May 15, as needed, with allocations determined within 10 days.

- c. Requests for funding for on-campus professional development activities for faculty as a group shall be approved by the FSGC.
5. The amount of funds available for rollover to the next year is determined by the MSCF Contract.
6. A faculty member wishing to use more than the maximum allowed for faculty development, may apply for second round funding.
7. Faculty members within a department may combine or share their allotted funds.

Reviewed by Executive Cabinet: 03/27/00, 10/07/02

Reviewed by Faculty Shared Governance Council: 10/9/02, 10/09/02

Approved: 04/03/00, 10/06/02

Revision Reviewed by Campus Roundtable: 5/11/09

Revision Reviewed by Faculty Shared Governance: 5/6/09

Approved: 5/11/09

---

Robert L. Musgrove, President