

PROFESSIONAL DEVELOPMENT FUND

Application Guidelines

Faculty and staff are encouraged to apply for funds that will support professional development activities, which could include workshops, seminars, educational conferences and other training opportunities. Following are guidelines for use of the fund:

1. Individual faculty and staff may apply for up to \$400.
2. This funding is intended to help defray the cost of travel, registration, per diem and other expenses related to professional development endeavors. These funds are not intended for payroll related expenses.
3. The amount secured through this resource may need to be supplemented with department funds or external sources of funding to cover the total cost of the development opportunity.
4. Faculty and staff can apply for these professional development monies by completing an application by the fall midterm date for fall semester activities and by the spring midterm date for spring semester activities. The intent of having deadlines is to encourage planning that allows the campus to make the best use of the fund. Approximately one-half of the funds available will be allocated each semester.
5. Applications received by the deadlines will be given priority for funding, however, the Campus Dean may choose to extend the application period, dependent on fund balances.
6. The Dean's Council will review the applications and select those to be funded as soon as possible after the application is received. Thus, it is possible that individuals may apply by mid-term, but the funds will have already been expended. Apply early!
7. If professional development funds are available after the initial semester awards, the Dean's Council may choose to add these funds to those earmarked for the next semester or encourage additional applications for the remaining funds.
8. The Dean's Council will use the following criteria for ranking applications:
 - a. Proposed activities must be clearly aimed at improving student learning and/or student services.
 - b. Proposed activities must provide opportunities for participants to gain new knowledge and expertise that will assist them in their professions.
 - c. Application was complete, signed and received by the deadline.
 - d. Proposed activities are beyond the regular and routine in-state conferences, workshops, seminars or training opportunities applicants could, would, or do attend.
 - e. Proposed activities should represent the college's Strategic Plan.
9. Individuals granted funding for professional development activities may be asked to provide the Dean's Council either a verbal or a written account of how the activity benefited student learning and/or services—particularly in regard to new approaches and techniques that could be applied at MSU-Bottineau.

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PROFESSIONAL DEVELOPMENT FUND

Application

Applicant Name: _____

Amount Requested: \$ _____

DESCRIPTION OF NEED: Give a brief explanation of how the activities for which you have requested funds will enhance student learning or services and what new knowledge and expertise you expect to gain.

DESCRIPTION OF DEVELOPMENT ACTIVITY: In addition to the description below, attach an agenda, schedule, or itinerary from your conference, workshop, or activity.

List the Strategic Plan Action Area this activity will address (for example, Action Area 3-1).

TOTAL ESTIMATED COST: \$ _____

OTHER FUNDING SOURCES THAT WILL BE USED (by fund #): _____

SIGNATURE OF APPLICANT: _____ **DATE:** _____

SIGNATURE OF SUPERVISOR: _____ **DATE:** _____

APPROVED: _____ **IN THE AMOUNT OF: \$** _____

SIGNATURE OF CAMPUS DEAN: _____ **DATE:** _____