

Pine Technical College Policy and Procedure

Policy: 204 Rev4

Division/Dept: Academic Affairs

Date: 02/18/00 **Revision Date:** 10/07/02, 5/1/09, 4/1/11

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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 funds,
 - d. Prepare reports for the FSGC, as requested.
3. The elected MSCF Chapter Treasurer shall audit the cost center each year around September 15.
4. A subcommittee designated by FSGC is charged with approving allocations for funding. The subcommittee consists of two MSCF members, MSCF Chapter President and the cost center manager, all of whom are MSCF full-share members.
5. The process for distributing funds:
 - a. Step 1-- Distribution of base amount: 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 distributed from July 1 through May 1 of each year.
 - b. Step 2 – Requests for additional amounts: The deadline for requests for additional funds will be October 31, March 1, and May 1. The requests

will be reviewed by the subcommittee with allocations determined within 10 days;

- c. Requests for funding for on-campus professional development activities for faculty as a group shall be brought to the FSGC for approval, after review of the subcommittee.
6. The amount of funds available for rollover to the next year is determined by the MSCF Contract.
7. Faculty members within a department may combine or share their allotted funds.

Reviewed by Campus Round Table: 03/27/00, 10/07/02, 9/19/2011

Reviewed by Faculty Shared Governance Council: 10/9/02, 10/09/02, 4/09/2011

Approved: 04/03/00, 10/06/02, 2011

Robert L. Musgrove, President

Date: