General Policies for Staff Development Funds Application

1) Applicants must be full-time or part-time MSCF faculty members.

2) A completed “Application for Eveleth Staff Development Funds” should be submitted several weeks prior to activity.
   a) Late or after the fact applications will be accepted but keep in mind they may not necessarily be approved.

3) Applications will be reviewed by the entire committee and approved on a simple majority vote.
   a) You have the right to personally present your application to the committee.
      • Contact committee chair for arrangements.
   b) All denied applications will be accompanied by a written explanation.

4) Denied applications may be appealed to the committee.
   a) An arrangement for an in person appearance before the committee must be made by the applicant.

5) For all approved applications each full-time faculty is entitled to the base $250 in staff development funds up to the April 1st deadline.
   a) Part time faculty are entitled to a prorated amount based on their previous years FYEs.

6) For approved activities with funding requests above the base $250; the additional amount will be encumbered until April 1st.
   a) On April 1st the balance left in the Staff Development Funds for the school year that has not been allocated will be divided evenly between each instructor with encumbrances.
      • The number of activities and/or amount of encumbrance is not a factor in the division of the balance.
      • Instructors will not receive more than their encumbrance.
   b) Keep in mind there is no guarantee that there will be a balance available to cover all or any of the encumbrances.
      • In planning your activity keep this in mind, it could result in a personal or department expense.

7) After April 1st there may or may not be funds left for staff development. There is no guaranty of receiving the initial $250. Check with the committee chairperson if you need to know the balance in the fund.

8) Our philosophy is to utilize the entire fund each year to improve our faculty.

9) Applications are required to be submitted on-line to the committee Chair of each campus. The applications well are available for all members viewing on the Q drive.