Policy and Procedure for Faculty Development Requests

2017-2018 Fund Distribution (FY 2018)

$8646.00

Facts and Philosophy:

Full-time faculty are contractually guaranteed $250/year for Faculty Development. Part-time faculty receive a pro-rated portion of that amount. However, granting anyone a greater amount would result in us not having enough in the pot to cover a request from every faculty member for their $250. Hence we strive to grant fair access to enough funds to actually participate and travel for Faculty Development.

The Plan:

Virginia Faculty Development Funds (VFDF) will be split into four equal amounts. Each of these amounts will be distributed over four time periods. Any unused funds can be used during a different time period at the committee’s discretion. We hope to encourage Faculty to plan ahead, look for Professional Development activities and conferences, and use the funds as they were intended.

Procedure:

1. Fund requests should be submitted electronically two months prior to the quarter the expenses will occur in to the Chair of the Faculty Development Committee (currently Stacy Jurgens at S.Jurgens@mesabirange.edu). Committee approval/disapproval
will be decided and communicated one month prior to the start of the quarter.

2. If a Requestee is unsure of the exact expenses, estimate them. Fill out the form, estimate high, and plan ahead. If the actual expenses are less than the award, the money will stay in the VFDF. If the actual expenses turn out to be more than the award, the faculty member must cover those costs themselves. The form can be found on the Q-Drive: Professional-Staff Development/ Application-Faculty Development Funds (Virginia)

3. **Approval must be obtained BEFORE the expenses are occurred. Requests occurring “after the fact” may not be considered.**

4. Adjunct faculty contribute to the fund a pro-rated amount of the $250 according to their credit load. This *may* impact the amount of funds they receive. This will be determined by the committee. The committee may choose to award more than $250 to a faculty member, full-time or adjunct.

5. “Last minute” requests will still be considered but if the money is already gone for that quarter, so be it.

6. Any reimbursement submitted more than 60 days after the fact will be taxed, we hope to avoid this. If this should occur, ask the business office about the special form to fill out before you submit your expense request.

7. Important numbers to remember: Faculty Dev. Cost center (already on the correct form) is 470-606. Current mileage rate is $0.475 (w/o requesting state vehicle) and $0.545 (w/ request for state vehicle). Meal per diems are $9/$11/$16 (higher in designated metropolitan areas).