

Riverland Community College  
Riverland Community College Chapter of MSCF Faculty Development Funding Policy  
(Revised April 2007, effective July 1, 2007)

Faculty development monies that have been allocated (currently \$250/full time equivalent faculty position) will be placed in a fund to be administered by the Faculty Development Committee of the RCC-MSCF. The following policy considerations will be utilized in the disbursement of these funds.

- I. Ten percent of the available annual fund will be reserved for group faculty development activities and days. Expenditures of this money will be approved by the MSCF Faculty Development Committee. Any of this 10 percent which has not been encumbered by February 1 of any academic year may be used by individual members according to Section II below.
- II. The remaining 90 percent will be used for individual faculty development activities. This money will be disbursed by the MSCF Faculty Development Committee using the following guidelines.
  - A. Faculty development funds may be used for activities occurring within the fiscal year such as assigned-field professional conferences, workshops and training, extra-curricular activity (advisor) conferences, and appropriate undergraduate and graduate credits and appropriate professional memberships.
  - B. Funds may **not** be used to pay for accompanying students as an extra-curricular advisor to a conference, books, journals, equipment and supply purchases, or for fulfilling minimum qualifications or related fees.
  - C. In order to request faculty development funds, the faculty member must complete the application process and have the faculty development activities approved by the MSCF Faculty Development Committee. To ensure a timely approval process, the committee encourages the Request for Faculty Development Funds form to be submitted a minimum of 10 working days prior to the event. At the very minimum, the request must be submitted within the same academic year as the event.
  - D. In order to receive the funds after the request has been approved, the faculty member will complete the appropriate financial form(s) and submit the financial form(s) and the approved faculty development form to the appropriate business office and MSCF Faculty Development Committee Chair. When completing the financial form(s), be sure to list 147300 for the Expense Group ID number.
  - E. The committee may, after consideration, approve more than one faculty member for the same development activity.
  - F. Funding for full-time faculty will be based on the following guidelines:
    1. Upon request, full-time unlimited faculty will receive up to \$500, as long as there are funds remaining. The receipt of amounts totaling \$500 or less will not affect a faculty member's priority level.
    2. Funding for amounts of more than \$500 but less than or equal to \$1,200 will be based on the following factors:
      - a. First priority will be given to those who have not been funded over \$500 (\$250 for the academic year 2006-07) in the two (or more) previous academic years.

- b. Second priority will be given to those who have not been funded over \$500 (\$250 for the academic year 2006-07) in the previous academic year.
- c. Third priority will be given to those funded over \$500 (\$250 for the academic year 2006-07) in the previous academic year.  
All new full-time probationary faculty will be placed on the third priority list.
- d. Prior to February 1, only first priority faculty may encumber funds in excess of \$500.
- e. Starting on February 1, unencumbered funds may be requested by full-time faculty of all priority levels according to the following:
  - i. All requests for any unencumbered funds will be pooled daily beginning February 1. Any requests received prior to February 1 will be treated as though they were received on February 1.
  - ii. These requests for amounts in excess of \$500 will be granted inversely according to how recently the applicant has received funding in excess of \$500 (beginning February 1, 2008).
  - ii. Among the daily pool of requests, the faculty member who has most recently been funded in excess of \$500 will be funded after those requests by faculty members who have not recently been funded in excess of \$500 (beginning February 1, 2008).
- f. Each additional day after February 1 represents a new pool of requests until the funds are depleted.
- g. A flexible accounting plan will be used that allows faculty to be funded for several faculty development activities up to the maximum of \$1,200.
- h. Full-time faculty should submit requests as soon as possible for distribution of funds.

G. Part-time faculty funding will be based on the following:

- 1. Part-time faculty will not be placed on the full-time priority list.
- 2. First-year part-time faculty members are not eligible for funding.
- 3. Part-time faculty members who have taught during the previous academic year may request funding up to an annual maximum which is the greater of:
  - a. the proportion of \$500 equal to the percentage of an FTE load taught during the previous academic year
  - Or
  - b. \$50
- 4. Part-time faculty are eligible for more than \$500 (up to a maximum of the proportion of \$1,200 equal to the percentage of a FTE load taught during the previous academic year) every three years.

III. This policy will be evaluated on a yearly basis and revisions brought to the voting body of the RCC-MSCF for approval.