

**TITLE:** Faculty Development Monies

**ORIGINATOR:** Faculty Senate

**APPROVAL DATE:** June 2, 2023

**EFFECTIVE DATE:** June 2, 2023

**PURPOSE:** To define the use of funds provided for faculty development

**SEE ALSO:**

**REVIEWER:** Chief Academic Officer

**REVIEW DATE:** Spring 2026 and every three years thereafter

**OPERATING DETAILS:**

1. The faculty development fund has two separate money accounts designated for faculty development use. The accounts are (a) General Fund, also referred to as Fund A, and (b) MUW Foundation Endowment, also referred to as Fund B.
2. Faculty members are limited to one funding request per conference, event, or project.
3. Applications for both Fund A and Fund B will be considered in the order in which they are received.
4. Fund A has the following conditions:
  - a. Faculty development funds obtained from the MUW state allocation in the amount of at least \$8,000 annually will be used to support this function.
  - b. Funds budgeted for the faculty development program may be used to assist individual faculty with expenses incurred in presenting a paper to a scholarly or professional group, in holding an exhibition, in presenting a recital or performance, or in serving as an officer of a professional or scholarly group. Examples of matters these funds may support include (but are not limited to) travel, manuscript preparation, shipping works of art to exhibition sites, and conference attendance.
  - c. There are two priority levels for Fund A support. Level 1 (high priority) is for faculty members actively participating at a professional conference, exhibition, or performance. Examples may include (but are not limited to) presenting at a workshop, presenting a paper, holding an exhibition, or serving as an officer of a professional group. Level 2 is for attendance at a conference or for continuing education purposes. Consideration is also given to the significance of the presentation, the importance of attending, and the potential value to the University.
5. Fund B has the following conditions:
  - a. These funds are designated interest money from a permanent endowment from private donations to the MUW Foundation. These funds will be expended based on MUW Foundation spending policies.

- b. Funds are to be used to strengthen classroom teaching, and may include the development of new courses and curriculum revision.
  - c. Applicants for the awards must be full time faculty members and must be under contract to MUW for at least one full year following the awarding of the money.
  - d. Applicants must provide an in-depth description of the project (beneficiaries, purpose, time frame for development, and how it will strengthen teaching). Applicants must submit all estimated expenditures for the project and must identify if profits will be accrued from the project.
  - e. The money does not have to be awarded each year if there are no proposals which meet the established guidelines. Unused money in addition to further contributions to faculty development remains in the interest-bearing account.
6. A Faculty Development Monies Committee from the Faculty Senate will be appointed by the Faculty Senate president at the first fall meeting. The Committee will be composed of three senators with no two from the same college, school, or library. The Committee will determine procedures for applying for available funds for each separate money account and for evaluating applications. The Committee will determine the funding award amounts annually based on the funding available and how funds will be distributed across the year. The Committee will determine, and Faculty Senate must approve, the maximum amount any one faculty member may be awarded annually. The CAO maintains budgetary control over both the Fund A and Fund B awards. As such, the Faculty Senate President will keep the CAO informed on the processes and procedures necessary for facilitating the awards.