

### PROFESSIONAL DEVELOPMENT

For the purposes of the MSCA agreement, Article XIV, the phrase “individual program of professional development” means a program designed to effectuate any one or more of the purposes set forth in the list below. The purpose of the program of professional development shall comprise the following several aims and goals through research, scholarship and other appropriate professional activities:

1. to improve teaching and student advising and to relate those to a changing curriculum that is itself responsive to the larger needs of society;
2. to develop new teaching skills and an appropriate facility in the use of media, teaching aids and other supportive techniques where those are appropriate;
3. to improve student advising techniques and the faculty member's command of relevant bodies of knowledge in this area;
4. to increase the faculty member's command of the body of knowledge that constitutes his/her own discipline;
5. where appropriate, to enable a faculty member to develop a command over a body of knowledge in a related discipline;
6. in the case of any librarian, to improve such librarian's professional skills and techniques and to relate those to a changing curriculum that is itself responsive to the larger needs of society; and
7. in the case of any librarian, to develop new professional skills and techniques to the same end;
8. to provide retraining to members of the bargaining unit who have been or may be given notice of retrenchment.

### PROPOSAL PROCESS

The MSCA Professional Development & Retraining Committee reviews requests for professional development and makes recommendations to the Provost and President regarding approval and allocation of professional development funds.

### PROPOSAL DEADLINES

		<b>Faculty Proposal Due to Committee</b>	<b>Recommendation Forwarded to Provost</b>	<b>President's Approval</b>	<b>Amount Available</b>
For Spring Funding	This Fiscal Year	November 15	December 2	December 9	<b>\$8,500</b>
For Summer Funding	This Fiscal Year: Expenses before June 30	February 7	February 21	February 28	<b>\$8,500</b>
For Fall Funding	Next Fiscal Year: Expenses after July 1	March 21	April 4	April 11	<b>\$8,500</b>

Faculty are always encouraged to submit early. Early submittal will not alter notification date.

### PROPOSAL CONTENT

The project narrative must include the following (3 page—**900 words maximum**). The narrative should be concise but include sufficient information to permit effective review. Language should be non-technical in nature. All narratives must include the following sections (further details on subsequent pages):

- 1. Background**
- 2. Goals and Outcomes**
- 3. Project Budget**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

**1. Background** (approximately 1/2 to 1 page)

- Describe the activity to be funded by the present proposal.
- Please highlight any time sensitive deadlines associated with this request.

**2. Goals and Outcomes** (approximately 1 page)

- List your broad short-term and long-term professional development goals for engaging in this activity in relation to the stated aims and goals outlined on page one (See #1 - 8);
- Include at least one paragraph on **dates/timelines** of the activities being funded (If your activity involves travel, please specify the date and duration of travel and means of transportation);
- List expected outcomes, including what you expect to learn and what others will learn;
- Explain how the grant will enhance your professional development.

**3. Project Budget**

- Please include the budget by filling out the following table.

Expenditure Categories	Requested Funds	Other Funds (Cash or in-kind),	TOTAL
Travel			
Supplies			
Fees			
Equipment			
Operations			
Other (specify):			
<b>TOTAL BUDGET</b>			

If the committee is able to approve only a portion of your request, will you accept partial funding?  Yes  No

\* If you have received funding from another source please list source and amount (explain below if necessary): \_\_\_\_\_

Have you considered using your Continuing Scholarship funds towards this proposal? Please Explain (required):

Budget Explanation/Comments (required):