

Missoula College - UM
STANDARD OPERATING GUIDELINES FOR REQUESTS MADE FOR PROFESSIONAL DEVELOPMENT ACTIVITIES

The purpose of this fund is to assist long-term faculty in experiences that advance professional (educational and instructional) skills, knowledge, and abilities, and that maintain a faculty member's currency with technology and practices in education and/or occupation(s) for which they prepare/educate students for employment or further education. Participation in these experiences usually results in curricular changes or increased teaching effectiveness. These experiences are usually gained through participation in activities such as, but not limited to: College coursework in which UM waiver does not apply; business and industry-conducted training; professional organization workshops and conferences/seminars.

1. Eligible faculty include all those classified as full-time or adjunct classified as over half-time.
2. Faculty are eligible to receive professional development funds in the TOTAL amount of \$1,500 per TWO academic years. Multiple requests may be made within this two-year academic period, but with total expenditure not to exceed \$1,500. The eligibility period begins within the fiscal year of the faculty members first request and ends the following fiscal period on June 30. [For example Faculty Member X requests funding for May, 2001 (FY 2000/2001) in the amount of \$500. This faculty member is still eligible to request \$1,000 for activities through June 30, 2002 (FY 2001/2002).]
3. Requests for professional development travel are to be given to the Professional Development Committee. The Committee will communicate the result directly with the faculty member within two weeks. The request should include Missoula College Professional Development Request Proposal form, the UM Travel Authorization form, all original materials describing the conference/workshop, airfare quotes with specific dates noted, or any other necessary UM documents such as State Vehicle Request form. Please check calculations for mileage, number of days for lodging and meals, etc... before submitting to Committee.
4. To remain eligible for future development funding, faculty are expected to share applicable information or training gained by the experience with colleagues.
5. Recognize that many organizations hold events in different regions each year. Attempt to schedule events held in the western geographic region when possible.
6. Required school-directed leave should be addressed with your Department Chair.
7. The Committee encourages you to shop for low airfare rates. Please obtain rates with effective dates listed and that allow sufficient time for Committee members to meet (one week minimum).
8. Taxi service will not be funded since many hotels offer shuttle service. Please indicate otherwise on Request Form for Subcommittee consideration.
9. Meals and lodging will be funded according to the designated rates on the UM Travel Authorization form.