**Adjunct Faculty Professional Improvement Funds**

Adjunct Faculty Professional Improvement Funds are designed to provide funding for adjunct faculty members to improve performance in teaching and/ or professional development. These funds are available annually to adjuncts in accordance with Article 19 Section A Subd 4 of the IFO Contract.

**Purpose of Funds**

Funds are awarded to pursue activities that will enhance the individual’s teaching and/or professional development. Examples of potential items/ activities for which funds may be used include:

* workshops, institutes, seminars, symposia, and/or other interactive activities
* cost of travel, housing, meals and registration associated with participation in professional conferences
* professional memberships
* professional books and journals
* online services including electronic subscriptions
* class supplies and resources
* software

**Eligibility**

All adjunct faculty are eligible to apply for funding through the Adjunct Faculty

Professional Improvement Funds. An adjunct faculty member may request up to a maximum of

$1,000. Awards of greater than $1000 may be granted contingent on additional documentation of need and availability of funds. Funding for individual applicants may be adjusted due to availability of funds and the number of eligible applicants in any funding cycle. Adjuncts need to be employed with Minnesota State University, Mankato during the time of application and/or use of the Adjunct Faculty Professional Improvement Funds.

**Deadlines**

Applications for awards will be accepted on an ongoing basis throughout the academic year. Applications will be accepted as long as funds are available. Up to half the annual allotment will be available for distribution in the fall. All remaining funds will be available for distribution in the spring.

**Application Process**

* Applicants should complete the application form provided. Applicants should provide information regarding the following:
	+ Item or activity requested
	+ Amount requested ($)
	+ Description of how requested item/ activity will support the adjunct’s teaching and/ or professional growth and development.
* Applicants should provide fully completed application forms with descriptions of proposed activities to his or her department chair for approval.
* The Department Chair will forward the application to the Dean or Unit Director for approval.
* The Dean forwards to Provost’s Office for final approval and awarding of funds.

**Adjunct Faculty Improvement Grant**

**Application Form**

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

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

Course(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Provide a description of the item/ activity requested:  |
| Please describe how the requested funds will serve to improve teaching and/or enhance your professional development:  |

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Signature of Applicant Date

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Signature of Department Chair Date

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Signature of Dean or Unit Director Date