

Adjunct Faculty Improvement Grant Guidelines

Adjunct Faculty Improvement Grants (AFIG) 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

***Please note that items purchased using state funds are considered state owned property and not personal property. Consequently, items purchased using state funds must stay with the university upon an employee's departure.

Eligibility

- All adjunct faculty are eligible for apply for funding through the AFIG funds
- An adjunct faculty member may request up to a maximum of \$1,000
 - Awards greater than \$1,000 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 use of the AFIG funds and must also be employed at the time of reimbursement**

Application Process

- Applicants should complete the application form provided
- 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 Office of the Provost for final approval and awarding of funds

Expense Reimbursement

Employees are responsible for submitting their expense report within 60 days of the event or purchase. If expenses are not submitted within the 60 days allowed under IRS guidelines, the reimbursement becomes taxable, which can add up to nearly 40% of the reimbursement and is an additional cost to the employee and university.



Adjunct Faculty Improvement Grant Application

Name:

Activity Date:

College & Department:

\$ Amount Requested:

Courses Taught:

Provide a description of the item/activity requested:

How will the requested funds improve teaching and/or enhance your professional development?

Signature of Applicant

Date

Signature of Department Chair

Date

Signature of Dean or Unit Director

Date

Signature of Provost or Associate Provost

Date