



Provost's Faculty Professional Development Funds

Funding Source: Provost's Office
Fiscal Year: 2025-2026

Application Due Dates (to college Dean's office):

Fall 2025: Monday, September 29, 2025

Spring 2026: Monday, February 2, 2026

Summer 2026: Monday, March 30, 2026

I. Introduction

The Provost's Faculty Professional Development Funds program supports faculty development activities that will promote the professional growth of all faculty at MSU Billings (including City College faculty). In fiscal year 2025-2026, a total of \$40,000 is available for this program.

The intent of this program is to support a project of outstanding importance to the faculty, which not only advances the professional development of the faculty, but also has a clear benefit to MSU Billings and students. The project could be related to the teaching, scholarship, or service activities of a faculty member.

A project narrative is required. The narrative must justify each of the requests made within the proposal as defined by the scope of the project. All requested expenditures must be related to the core objectives of the proposed project. All expenses must comply with all state and university procurement, purchasing, and travel policies and procedures.

II. Program Description

The Provost's Faculty Professional Development Funds are intended to be used for faculty professional development in scholarship, teaching, and/or service. Faculty who request these funds are asked to reflect on how it will impact their professional growth, as well as how the project will benefit MSU Billings.

These funds may support conference expenses, workshop attendance, residencies, professional travel that might not be funded by other means, or other activities that advance the faculty member's professional development and growth. Expenditures that are not allowed include personal compensation, memberships, computer hardware, tools, equipment, and travel for individuals other than the faculty member.

Faculty should ensure that the Provost's Faculty Professional Development Funds program is the appropriate funding source for their proposed project. Faculty should consult their Department, College, and Office of Grants and Sponsored Programs to learn about the suitability of their project for other programs such as college-level professional development funds, Creative and Research Endeavors (CARE) grant program, and Pre-Tenure Scholarship Enhancement (PTSE) funding program.

Faculty who receive these awards are required to submit a very brief final report indicating that the project has been successfully completed and funds awarded have been utilized. This should be done within 30 days of the completion of their project. This report will allow the Provost's Office to fully account for the funds allocated and awarded for these projects.

III. Award Information

A. Anticipated Funding Amount

\$300 to \$2,000 per proposal. Proposals that exceed the maximum available must include a statement of how the additional funds will be paid (other university funding sources, grant funding, personal funds, etc.).

B. Calls for Proposals

Three calls for funding will be issued each year: Fall, Spring, and Summer. Calls for proposals will be sent to all faculty in September, January, and March, and proposals will be due in September, February, and March.

IV. Eligibility Information

A. Eligibility

Faculty members who carry a continuing appointment are eligible for these awards. This includes tenured and tenure-track faculty, university lecturers, adjunct professors, fixed-term faculty, RNTTA faculty, and LOAs who are on primarily teaching appointments. Faculty appointment must be ≥ 0.5 FTE. In the event that requests exceed available funding, preference will be given to first-time submitters, and/or individuals who have not been awarded for three years prior.

B. Limit on Number of Funded Proposals

Applicants can only be granted funding one time per fiscal year (July 1 – June 30). If an application is not funded, the faculty member may reapply in the same fiscal year (July 1 – June 30).

C. Retroactive Funding

Applications for retroactive funding will not be reviewed. The only exception made is when conferences fall after the application deadline, but before review by the Faculty Professional Development Committee. Even in such cases, funding cannot be guaranteed.

D. Number of Authors

Only a single author on a joint paper may request funding.

V. Proposal Preparation and Submission Instructions

Proposals should not exceed four (4) pages (double spaced, 11-point font, 1-inch margins). Proposals that do not adhere to these formatting requirements will not be reviewed.

A. Proposal Components

1. **General information on a cover page (not included as part of 4-page limit).** On a cover page, include the following: Proposal title, faculty name, college and department affiliation, anticipated project dates, and total amount requested.
2. **Description and objectives.** Describe the project or activity and its objectives fully, and explain how and when the objectives will be attained.

3. **Impact.** Clearly describe how achieving the goals of the project will lead to the professional growth and development of the faculty member. In addition, describe how the project will benefit MSU Billings and students by improving the quality of teaching and learning.
4. **Assessment of impact.** Describe how you will assess the impact of the project and the extent to which it achieves the objectives.
5. **Budget narrative.** Provide a narrative that explains each budget item, and how and when the funds are to be used. Do not simply list the budget – itemize and describe as clearly as possible. The review committee will likely disallow expenses requested that are not justified in relation to the project or that exceed normal travel expenses. If a rental car is requested, it must be justified. Note that any supplies purchased through these funds are the property of the University, not of the award recipient, and must be inventoried as such.

B. Submission process

Faculty must consult with their Department Chair and/or Program Director and obtain their approval before submitting the proposal to the Dean of their college. Please send your proposal via DocuSign to obtain approval of proposal from the Department Chair and/or Program Director and the College Dean, with the College Program Coordinator II receiving a copy. Proposals will be submitted in Box to the “Provost’s Faculty Professional Development Funds” folder by the Dean’s office.

VI. Proposal Review and Processing Procedures

A. Review Committee

Proposals will be reviewed by the Faculty Professional Development Committee, composed of one (1) faculty representative (appointed by the Academic Senate) from each of the five (5) colleges at MSU Billings: City College, College of Business, College of Education, College of Health Professions and Science, and College of Liberal Arts and Social Sciences.

B. Review Criteria

Proposals will be reviewed by the Faculty Professional Development Committee, who will use the following criteria to evaluate the quality of all proposals.

1. **Eligibility**
Review Committee will determine eligibility and if the request is appropriate for the Provost’s Faculty Professional Development Funding program. The Review Committee may suggest other funds for the proposed project.
2. **Overall impact (project narratives are required to address both points below)**
 - a. Extent and quality of professional development of the faculty member. In what ways and to what extent will the project activities contribute to the professional development of the faculty member? If the request for funding is for travel to a professional conference, preference will be given to faculty members who will present their work at the conference.
 - b. Extent and quality of improvements in student learning and teaching. In what ways and to what extent will the project activities contribute to improvements in student learning, teaching, and curriculum? How will the project MSU Billings and its academic mission?

3. Quality of the written proposal

- a. Is the proposal comprehensible to a non-specialist audience? Proposals should be addressed to a non-specialist audience. Please clarify terminology and acronyms and minimize jargon.
- b. Is the proposal complete and in the proper format? NOTE: The review committee will NOT review proposals that omit one or more sections of the required format, or that do not comply with page limits or formatting requirements.

C. Award Notification

1. The Faculty Professional Development Committee will submit funding recommendations to the Provost. The recommendation should include a ranked list of proposals (most to least meritorious).
2. Provost's Office will finalize funding decisions based on the recommendation of the Faculty Professional Development Committee as well as availability of funds.
3. Provost will notify all applicants whether or not the proposal is successfully funded.

VII. Award Administration Information**A. Notification of Award**

Faculty will be contacted by the Provost informing them whether their proposal was funded.

B. Award Conditions

1. The review committee will NOT award funds to a faculty member denied reappointment or who plans not to return to MSU Billings, or to an individual who failed to submit an acceptable final report for a previously funded proposal.
2. Use of professional development funds must comply with all state and university procurement, purchasing, and travel policies and procedures. Failure to follow these rules may result in loss of funding.

C. Award Funds

An index number will be provided in the notification for the approved proposal. Funded faculty members should work with staff within their college to access these funds.

D. Reporting Requirements

Funding recipients will be expected to submit a very brief final report indicating that the project has been successfully completed and funds awarded have been utilized. This should be done within 30 days of the completion of their project. This report will allow the Provost's Office to fully account for the funds allocated, awarded, and expended in support of these projects. A simple email will suffice for this final report and should be sent to provost@msubillings.edu.

VIII. Contact for More Information

Questions may be directed to the Provost's Office at (406) 657-2367 or provost@msubillings.edu.