

The following are excerpts from the ASF 07-09 Contract :

**ARTICLE 15  
PROFESSIONAL DEVELOPMENT**

**Section B. Professional Improvement Fund.**

**Subd. 1. Beginning in FY 2009, a total of one hundred thousand dollars (\$100,000) in each Fiscal Year will be allocated to the state universities according to the number of full-time equivalent ASF members in the bargaining unit at each university. Any unused funds shall be carried over into the second (2nd) year of this agreement. ASF members may apply for Professional Improvement Funds without regard to the source of funding of their positions. The provisions of this subdivision shall continue until a successor agreement is in effect.**

**Subd. 2. These funds shall be grants for the purpose of professional improvement, ASF Member development, staff training and similar kinds of development programs for ASF members. All ASF members shall be eligible to receive grants from these funds upon application submitted to and approved by the President or his/her designee. The President shall approve such applications if he/she deems the proposed professional improvement or development activities to be in the best interest of the university in improving the job-related skills and competence of the ASF member. The President shall determine the exact amount of each such grant on the basis of availability of funds and the application therefore. Within thirty (30) days of completion of the professional improvement or development activity, the ASF member must submit a written report to the appropriate supervisor outlining the activity completed and analyzing the impact on job-related skills and competence. Each campus shall develop a form for the report which shall be discussed at meet and confer.**

**MINNESOTA STATE UNIVERSITY, MANKATO  
GUIDELINES FOR THE ADMINISTRATIVE AND SERVICE FACULTY  
IMPROVEMENT FUND**

The purpose of the Professional Improvement Funds (PIF) for the Administrative and Service Faculty (MSUAASF) shall be to enhance the professional competence and thereby improve the work performance of each recipient.

**1. Purpose**

Grants will be awarded for the following purposes:

1. Formal course work (credit or non-credit) to improve professional competence or complete a degree.
2. Tuition and registration fees for workshops, conferences, or short courses, related travel, instructional materials, and subsistence.
3. Observation for the improvement of work performance. Travel to other institutions for short periods to explore a process or equipment that might improve the performance of the person requesting the grant.
4. On-campus study related to improvement of professional competence. This will generally be a partial reduction of workload.

In all cases where the recipient of the grant will be absent from assigned duties, satisfactory arrangements for the performance of the duties shall be made with the immediate supervisor.

**2. Application Procedures**

Application deadlines are:

- June 1 for the period July 1 to September 30;
  - September 1 for the period October 1 to December 31;
  - December 1 for the period January 1 to March 31; and
  - March 1 for the period April 1 to June 30.
1. Access the PIF Application Form from the Forms page of the Human Resources web site. Return completed form to Human Resource WA 336.
  2. If you receive a PIF award, the Director of Human Resources will send you a PIF Agreement Form to sign and return to WA 336.

Notification and Implementation

3. All persons receiving a grant for any amount will be obligated to be on staff at Minnesota State University, Mankato THROUGH the FULL grant period following their award. If a person does not return to Minnesota State, the grant must be repaid in full. Persons anticipating retirement, resignation, or non-renewal from Minnesota State are ineligible for a grant in their final grant period.
4. If you are notified that you have received an award, follow the policy and procedures as applies to all regular travel expenses (in-state and out-state). The appropriate forms should then be submitted to the Director of Human Resources prior to your grant activities.

## **Upon Your Return**

5. Subsequent to your grant activities, expense reimbursement forms (including receipts) must be completed and signed by supervisor, if required. Completed forms are then submitted to the Human Resources Office (WA336) and will be sent to the Vice President for Student Affairs for signing. (The Vice President will not sign off on expense forms until the PIF Followup Form has been received.) The Office of Student Affairs will then forward your expense reimbursement documents to the Office of Business Affairs.
6. Within 10 days of returning (when you submit your expense reimbursement form), each person receiving a grant must submit a PIF follow-up form (the Human Resources Office will send you this form if you receive a PIF award) to the appropriate Vice President AND to the Director of Human Resources (the President's designee for the administration of Professional Improvement Funds).

The Follow-up Form will be available for review by the PIF Review Committee.

### **3. Award Selection**

1. Grants will be awarded in amounts up to a maximum of \$600 per person applying. If the money for PIF requested by qualified applicants exceeds the funds available, the PIF Sub Meet & Confer may reduce the maximum award in \$50 increments down to a maximum of \$450 a person in order to provide funds for greater participation.

#### **Priority of fund allocation will be as follows:**

- a. Probationary, Permanent, or Externally Funded employee ON PAYROLL prior to July 1 of current fiscal year, who had no funding in current fiscal year and prior fiscal year.
- b. Probationary, Permanent, or Externally Funded employee ON PAYROLL prior to July 1 of current fiscal year who had no funding in current fiscal year.
- c. Probationary, Permanent, or Externally Funded employee ON PAYROLL July 1 of current fiscal year or later who had no funding in current fiscal year
- d. Probationary, Permanent, Externally Funded employee ON PAYROLL who received funding in current fiscal year
- e. Fixed Term employee

If the total number of qualified applicants received does not exhaust the available funds in the final grant period of the fiscal year, additional applications will be solicited from the MSUAASF membership. If this additional solicitation does not produce qualified applications to utilize all available funds, the maximum award amount will be increased so that all available funds will be expended in an amount not to exceed the expenses documented on an MSU-SEMA4 Employee Expense Report and/or the amount of the original application.

*Award of PIF funds is subject to approval of President on the CS1404 form which MUST be submitted prior to your out-of-state travel.  
PIF awards are not an authorization to travel.*

**Minnesota State University, Mankato  
Application for  
Professional Improvement Fund (PIF)**

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

Department: \_\_\_\_\_ Mail Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Bldg and Rm)

Period for which grant is requested: \_\_\_\_\_ July 1 - September 30 (June 1 deadline)  
\_\_\_\_\_ October 1 - December 31 (September 1 deadline)  
\_\_\_\_\_ January 1 - March 31 (December 1 deadline)  
\_\_\_\_\_ April 1 - June 30 (March 1 deadline)

1. Purpose of Grant:

\_\_\_\_\_ Formal Coursework Related to Professional Competence  
Describe:

To complete a degree? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes", what degree? \_\_\_\_\_

At what institution? \_\_\_\_\_

Have you been accepted for candidacy for this degree? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ Workshop, Conference, or Short Course (**Please attach a copy of conference or workshop brochure.**)  
Name/Description:

Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

\_\_\_\_\_ Observation Grant  
Purpose of observation: \_\_\_\_\_

Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

\_\_\_\_\_ On-Campus Study  
Describe:

\_\_\_\_\_ Other (e.g., develop in-service workshop, research and write article, develop video-tape, etc.)

Describe:

2. How does this activity relate to your goals and objectives for the year?

3. Explain how this PIF grant-funded activity will benefit you and Minnesota State Mankato in your subsequent work.

**Application for PIF**  
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4. Do you expect to be working under another grant or fellowship? \_\_\_\_\_ Yes \_\_\_\_\_ No

Amount? \_\_\_\_\_ What are your commitments and obligations under it? \_\_\_\_\_

5. Number of years service at Minesota State Mankato (including this year) \_\_\_\_\_

Highest degree held \_\_\_\_\_

Have you ever received an Improvement Grant before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes", when and for how much? \_\_\_\_\_

Purpose of previous Improvement Grant \_\_\_\_\_

6. Budget:

	Quantity	Amount	Total
State/ Personal Vehicle	_____ Miles	\$	
Total Air/Bus Fare		\$	
Total Meal Cost		\$	
Lodging	_____ No.	\$ / night	
Registration Fee		\$	
Other Expenses		\$	
<b>TOTAL</b>			

Explain Other Expenses:

Equipment and Supplies:

7. Source of Funding: PIF request (\$600 Maximum/award period) \$ \_\_\_\_\_  
 Campus Allocation (\$ \_\_\_\_\_ ) \_\_\_\_\_  
 Out-of-Pocket \_\_\_\_\_  
 Total Funds (Should match "Total" above) \_\_\_\_\_

8. What is the minimum amount of Professional Improvement Fund money necessary for you to be able to undertake this activity? (If funds are inadequate to cover the PIF requests of all eligible applicants, the available funds may be distributed at less than the \$600 maximum and/or the PIF support requested by each applicant. If this situation arises, it is helpful to list the minimum amount of money needed for you to undertake this activity.)

Minimum Amount Needed from PIF: \$ \_\_\_\_\_

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Department Director or Supervisor

Approve \_\_\_\_\_

\_\_\_\_\_  
 Date

Disapprove \_\_\_\_\_

\_\_\_\_\_  
 Signature of Vice President

Approve \_\_\_\_\_

\_\_\_\_\_  
 Date

Disapprove \_\_\_\_\_

**Award of PIF funds is subject to approval of President on the CS1404 form which MUST be submitted prior to your out-of-state travel. PIF awards are not an authorization to travel.**

Completed forms should be submitted to the Director of Human Resources, Presidential Designee for Administration of Improvement Funds, regardless of approval or disapproval of all signatories.