

CONTRACT FACULTY PD FUNDS

Am I Eligible?

Contract faculty teaching three or more courses/sections (or equivalent) per academic year are eligible!

How Much do I get?

Eligible contract faculty may receive up to \$1,200 per year (first come, first served). Unspent funds do not carry forward.

Contract faculty with fixed-term appointments may accrue unspent funds from their annual allocation of \$1,100 for up to four years

How do I Apply?

1. Access the form at mrfa.net, "Funding Opportunities", "PD Allocations"
2. Insert PD fund Balance from "Leave Balances" in mymru*
3. Attach receipts and get Chair's Signature
4. Submit to Payroll**

*Note - balances will not be updated until after a claim has been made. If you are eligible and balance is 0.00, indicate your total eligible amount for the year.

** PD applications need to be submitted by June 1 of each academic year. New funding period begin July 1 and most contract PD funds do not accrue.

What can I Buy?

- Books, manuscripts, subscriptions, equipment, instruments or materials
- Tuition or other fees for professional training courses
- Travel or local expenses and registration fees related to conferences or seminars
- Membership dues in professional associations or societies, but not Faculty Association dues.
- Computer hardware, software, or related peripheral devices (note - PD funds need to cover the full purchase price of computer hardware)