

Georgia College & State University  
 College of Health Sciences  
 School of Nursing Policies & Procedures

Policy/Procedure Title: Summer Revenue Funds Utilization Policy			
Policy # 5011			
Applies to	__BSN __RNBSN __MSN __DNP <u>X</u> Faculty		
NFO Initial Approval Date:  9/21/2018	Policy Committee Review Dates (every 3 years):  NFO Approved Revision Dates:		

**Policy Statement:**

Georgia College School of Nursing (SON) is committed to providing support for faculty professional development. Summer Revenue funds will be utilized to support both individual faculty professional goals as well as department goals related to faculty professional development. The School of Nursing will utilize the summer revenue funds to promote the achievement of program goals that the Nursing Faculty Organization has approved and identified as being a priority for the upcoming academic year.

**Procedure:**

- I. **Director of the School of Nursing**
  - a. The Director receives notification from the Dean of the College of Health Science regarding the allocations of summer revenue funds for the academic years.
  - b. The Director will develop a budget in collaboration with the Assistant Directors and Program Coordinators for approval by SON faculty at the first Nursing Faculty Organization meeting after notification of funding.
- II. **Individual Faculty Priority Funding Request Priority #1**
  - a. Faculty will be encouraged to submit a priority #1 funding request for initial round of approvals.
  - b. The CoHS Travel Request Form is used.
  - c. The request will be reviewed and approved by the Director of the School of Nursing. The money will earmarked for that faculty member’s use and the funds must be spent within the fiscal year end of June 30th.
  - d. If revisions are required for approval the faculty member was informed of this and encouraged to resubmit.
  - e. The request should provide a description of how the professional development will assist in meeting either the faculty goals or departmental goals.
- III. **Individual Faculty Priority Funding Request Priority #2**

If a faculty does not request to use their allocated funds by February 1<sup>st</sup>, then these funds will be redistributed to other faculty or towards meeting SON goals.

- a.** Priority #2 funding will be awarded based on the following criteria:
  - i.** Funding will be in support of the achievement of the School of Nursing Priority Program Goal adopted by the NFO for that academic year.
  - ii.** Funding will support and enable faculty in acquiring or maintaining national specialty certification, scholarship endeavors, and dissemination of scholarship.
  - iii.** Faculty with abstracts accepted for presentation at national or international meetings were given priority for additional funding to support their scholarship and dissemination of research.