



Professional Development Funding for Academic Staff

(Academic staff includes (Sr.) Extension Educators, (Sr.) Extension Specialists, (Sr.) Conservation Scientists, Conservation Associate, Program Leader. Other documents exist for Extension support staff and for Extension nonacademic positions.)

RESOURCES AVAILABLE IMMEDIATELY UPON HIRE

Tuition Assistance Program- Extension Sponsored program

https://www.canr.msu.edu/od/professional_development/files/Tuition_Assistance_Program%20Policy.pdf

- Offers tuition reimbursement to academic staff for a Master's, Doctoral or terminal Degree.
- Must meet all requirements as laid forth in the policy to be considered eligible.
- Maximum tuition reimbursement amount is \$5000 per fiscal year for approved programs and must be submitted for reimbursement within 90 days of successful completion of course.

RESOURCES AVAILABLE UPON COMPLETION OF 1 YEAR OF SERVICE FROM DATE OF HIRE

Endowed Fund Awards- Extension sponsored program

http://www.canr.msu.edu/od/professional_development/ended_fund_award

- Available only to Extension staff with the following title: Extension Educator, Senior Extension Educator, Extension Specialist, Senior Extension Specialist, Academic Specialist, Program Instructor, Community Nutrition Instructor, or 4-H Program Coordinator.
- Must be a member of an MCEA association.
- Award amount varies from \$100-\$600.
- Must complete the application found at the bottom of the page (link found above) to apply.

KJ Moilanen Memorial Scholarship Fund Award- Extension sponsored program

http://www.canr.msu.edu/od/professional_development/k.j.moilanen_memorial_scholarship_fund_award

- You must have one year of service, have a 50% or more appointment, and have your supervisor's approval.
- Award amount varies from \$300-\$2,000.
- Must complete the application found at the bottom of the page (link found above) to apply.



Professional Development Funding for Academic Staff

For Extension academic employees (Educators, Specialists) in good standing who have meet all eligibility requirements. This is a summary document. Please click on hyperlinked titles below to learn details. Please note that there are different documents for Extension support staff and for Extension non-academic positions.

	Tuition Assistance Program	Moilanen Endowment	Professional Development Endowment (MCEA association members* only)
	Summer / fall semester apply by March 1 st . Spring semester apply by September 1st	Application due June 1. Must use in same fiscal year it is awarded.	Application cycle is 3x / year. Must use in same fiscal year it is awarded.
Point of Contact	Your institute director and MSU Extension HR	Anne Baker, amb@msu.edu	Anne Baker, amb@msu.edu
Approved degree programs for a Master’s, Doctoral or terminal degree.	Tuition reimbursement amount is \$5000 per fiscal year for approved programs.	This funding can be applied for and, if awarded, used.	This funding can be applied for and, if awarded, used.
Books and supplies relating towards a credit-bearing degree	N/A	This funding can be applied for and, if awarded, used.	This funding can be applied for and, if awarded, used.
Non-credit bearing training: MSU Human Resources Organizational Development	N/A	This funding can be applied for and, if awarded, used.	This funding can be applied for and, if awarded, used.
Non-credit bearing training: Other courses	N/A	This funding can be applied for and, if awarded, used.	This funding can be applied for and, if awarded, used.
Travel related to professional development (such as conferences)	N/A	This funding can be applied for and, if awarded, used.	This funding can be applied for and, if awarded, used.

* MCEA Association members include ESP, CNRDA, MAEA, MAE4-HYS, MEAFCS. [Learn more.](#)