



University of Victoria Continuing Sessional Lecturer Learning and Teaching Professional Development Fund

Terms of Reference

Purpose: To provide financial support to Continuing Sessional Lecturers who choose to participate in any range of professional development activities including, but not limited to, academic conferences related to the scholarship of learning and teaching in their discipline.

Administration of the Fund: A standing Joint Committee will be established comprising two representatives from the University and two representatives from CUPE 4163, Component 3. The Committee will receive and review applications for professional development funds and allocate funds in accordance with the criteria and procedures set out in these guidelines.

Funding Amounts: The per person maximum is \$2,000 per sessional assignment/fiscal year (April 1st to March 31st), which may be split across more than one event. Funding is available for up to a maximum of \$2,000 if the applicant is presenting a paper or poster, or is a panel discussant, or contributing significantly in other documented ways, at a professional development event. The maximum for attending a professional development event and for other professional development activities is \$1,000.

Note: Currently, due to a substantial carry forward within the Continuing Sessional fund, there are supplemental funds available of up to \$500.00 for attending and \$1,000 for presenting per assignment/fiscal year (April 1st to March 31st). Supplemental funding is distributed on a first come first serve basis. Once these non-recurring carry forward funds are expended, no supplemental funding will be available.

General Guidelines:

1. Employment Eligibility

Applicants must **currently** hold Continuing Sessional Lecturer appointments at UVic. **Please note: According to the current Collective Agreement (2019) must be on the current list of holding a Continuing Sessional status to be eligible.** Please check with the [CUPE office](#) if you are unsure of your designation.

2. Professional Development Eligibility

Academic conferences, academic institutes, and professional courses, workshops or seminars that address scholarship of learning and teaching in higher education are eligible. Support for other activities related to the purpose of the fund will also be considered.

Funding is for professional development activities occurring within six (6) months before or twelve (12) months after the application is received.

3a. Eligible Expenses – Only direct costs related to travel and attendance at the event are eligible

- Travel (Note: travel to UVic or within Greater Victoria is not eligible);
- Accommodation at standard room rates;
- Meals while attending the event up to UVic per diem rates (excluding alcohol);
- Course or conference registration fees (includes virtual conference attendance);
- Professional organization membership fees associated with attendance at the event;
- Material costs associated with the event (e.g., creating a conference poster); and,
- Equipment purchasing costs cannot be considered.

3b. Ineligible Expenses

- Travel to UVic or within Greater Victoria;
- Tuition will not usually be covered; and,
- Equipment Purchasing (including technology);

4. Criteria for Selection - the committee uses the following criteria for selection

- 1) Activity will have a direct positive impact on student learning at UVic. In his or her application the applicant must document how this is to be achieved (for example by establishing a direct connection between their teaching practice and the event to be attended);
- 2) Application clearly indicates how activity will contribute to the applicant's professional development;
- 3) Application broadly fits into the concept of scholarship of learning and teaching or scholarly teaching in the discipline;
- 4) Application *must be complete* to be considered; and,
- 5) Invitations to present/perform or acceptance must be explicitly documented (for example through a letter of invitation or a copy of the event program). Documentation must be included in or attached to the application (not simply a link).

5. Application Procedure

- 1) Complete the Continuing Sessional Lecturer Fund [Application Form](#);
- 2) While additional funding is not required in order to apply, you are encouraged to seek funding from other sources (e.g., your department or faculty). If you have done so, please include this in your statement; and,
- 3) Submit your **electronic** application package by email to the [Division of Learning and Teaching Support and Innovation \(LTSI\)](#) **at any time**. Adjudication of applications will occur monthly.

6. Reimbursement Procedure

- 1) Please complete and submit a one page Continuing Sessional Lecturer Professional Development Fund [Report Form](#);
- 2) Submit a [Travel Expense Reimbursement form through Chrome River](#), with itemized receipts, boarding passes, and any other required documentation. Please choose Carolyn Boss as the person to submit your Chrome River reimbursement to; and,
- 3) Staff at the LTSI will process your request for reimbursement once submitted on Chrome River.

7. Follow-up Dissemination of Findings

Successful applicants are encouraged to share their learning with colleagues at the department or faculty level, or more broadly (e.g., through the LTSI).