

# Continuing Sessional Lecturer 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 comprised of 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 year (September 1 to August 31), 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, supplemental funding can be requested to cover any additional eligible expenses beyond the maximum per sessional assignment year up to \$500.00 for attending and \$1,000 for presenting. **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

### Employment eligibility

Applicants must currently hold Continuing Sessional Lecturer appointments at UVic. Please note: Applicants 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.

### 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, pending a rationale demonstrating a direct impact on student learning.

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

### Eligible expenses

- 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;
- Professional organization membership fees associated with attendance at the event; and,
- Material costs associated with the event (e.g., creating a conference poster).

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### Ineligible expenses

- Travel to UVic or within Greater Victoria;
- Tuition will not usually be covered (credit based courses are not eligible, however non-credit based courses are considered); and,
- Equipment Purchasing (including technology).

### Criteria for selection (used by the committee)

1. Applicants must indicate how their participation in the proposed event will contribute to students' increased knowledge and/or demonstration of a skill or skills related to the intended learning outcomes of their course(s).
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.
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).
6. In case of tie within the committee, the Director of LR & HR Consulting will make a final decision.