



## **Continuing Sessional Lecturer Teaching and Learning Professional Development Fund – APPLICATION FORM**

This fund provides financial supports for the professional development of Sessional Lecturers designated in their appointment as Continuing by Human Resources at UVic.

This fund has a rolling deadline so an application can be submitted at any time during the year. Adjudication of this fund occurs monthly.

**Please ensure you have reviewed the Continuing Sessional Lecturer Fund Terms of Reference prior to applying for funding.**

Submit a complete application package by email to [hrassoc@uvic.ca](mailto:hrassoc@uvic.ca).

### **Basic Information**

1. Name (first and last name)
2. Email
3. Department(s)
4. I confirm that I am currently a UVic Continuing Sessional Lecturer

\*As defined by the Collective Agreement for CUPE 4163, Component 3 - if you are unsure of your status, please check with your CUPE office at [cupe4163@uvic.ca](mailto:cupe4163@uvic.ca).

Yes

No

### **Activity Details**

5. What course title(s) and codes will you be teaching in the coming year?



6. What is the activity for which you are applying for funding? Please describe.
  
  
  
  
  
  
  
  
  
  
7. Please list any relevant documentation that you will be submitting with your application such as invitations or acceptance letters, conference brochure showing your participation if presenting, etc.
  
  
  
  
  
  
  
  
  
  
8. Date(s) and location(s) of activity:
  
  
  
  
  
  
  
  
  
  
9. What will the nature of your participation be?
  - Panelist
  - Presenter
  - Attendee only
  - Other (please specify):
  
  
  
  
  
  
  
  
  
  
10. How will the event / activity contribute to your professional development as a Continuing Sessional Lecturer in your discipline? (200 word maximum).



11. How will the event / activity enhance your teaching and contribute to your students' learning? (200 word maximum).

### **Budget**

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 budget statement.

12. Submit budget

Please use this template and submit your budget along with your application.

13. Your submission of this application verifies agreement to comply with the terms of the fund:

Yes

No

**\*Remember: a complete application package must have attached a budget and documentation related to the professional development opportunity.**

Questions? Contact [hassoc@uvic.ca](mailto:hassoc@uvic.ca).