



Term Sessional Lecturer Teaching and Learning Professional Development Fund – APPLICATION FORM

This fund provides financial support for the professional development of Term Sessional Lecturers at UVic. Funds are available on a first-come first-reviewed basis. Funds will be allocated as resources permit from the start of each fiscal year (April 1st). Funding is for professional development activities occurring within six (6) months before or six (6) months after the application deadline.

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

There are three (3) application deadlines per year including February 28, June 15 and November 30. Submit a complete application package by email to hrassoc@uvic.ca by the applicable deadline.

Basic Information

1. Name (first and last name)

2. Email

3. Department

4. I confirm that I am currently a UVic Term Sessional Lecturer

* Only Term Sessional Lecturers who are teaching at least one course in the semester in which they are applying for funding will be eligible. if you are unsure of your status, please check with your CUPE office at cupe4163@uvic.ca.

Yes

No

Activity Details

5. What course(s) are you currently teaching as a Term Sessional Lecturer?



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 Term 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 hrassoc@uvic.ca.