



UNIVERSITY OF REGINA
FACULTY ASSOCIATION

Sessional Professional Development Fund Policy

DRAFTED: JULY, 2019

Category:

Number:

Audience: Sessional Instructors with Priority Status, Sessional Advocacy Committee

Introduction: A new provision was negotiated in the University of Regina Academic Collective Agreement, 2017-2021 that went into effect on May 1, 2019. The relevant section of Article 4.2 of Appendix A reads as follows:

“Effective July 1, 2019, the University shall make available to the Faculty Association \$12,000 per year in order to support the professional development of Sessional Lecturers. Sessional Lecturers with priority status may apply to this fund for costs associated with creative, scholarly, or professional works. Acceptable expenses may include registration, travel, publication fees, or discipline specific equivalents. Funds will be distributed by the Faculty Association, in equal allotments, three times per year. Applications will be submitted to the Faculty Association office on April 1, September 1, and December 1. Funds will then be distributed by the Faculty Association in a timely manner. Undistributed funds may be carried over, but the fund shall not at any point in time exceed \$12,000. The Association shall supply to the University, On May 31st each year, a report regarding funds distributed and the balance remaining in the fund.”

Policy:

-Applications to the URFA Sessional Professional Development Fund must be submitted to the Faculty Association Office by April 1, September 1, and December 1 of each year. Applicants to the fund must fill out the appropriate Sessional Development Fund Policy Form, which will be made available on the URFA website.

-Only Sessionals with Priority status at the University of Regina are eligible to apply for this fund.

-Acceptable expenses, as noted in article 4.1, may include registration, travel, publication fees, or discipline specific equivalents associated with creative, scholarly, or professional works.

-Total funds granted to a single applicant will not exceed \$1,500

-Applications may include requests for funding for expenses already incurred within the past calendar year. (i.e, the applicant attended a conference in May but was not able to apply to the fund until September 1).

-All applications must include a proof of registration (if applicable), proof that a paper or other creative work has been accepted for presentation at a conference or event or for publication, an abstract of the paper/creative work being presented or a description of the paper/creative work, and an anticipated budget (if applicable).

-The Sessional Advocacy Committee shall meet within two weeks of each application deadline to review applications to the fund. The Committee will then submit their recommendations for funding to the URFA Executive for final approval.

-URFA will distribute the funds in a timely manner. URFA will send a letter to each applicant informing them whether or not they have received funding.

-The names and funding amounts received by individuals will be published on the URFA website, in the URFA Update Newsletter and other URFA promotional materials, and in a report compiled by URFA and sent to the University annually.

Compliance with other documents and policies: