



UNIVERSITY OF REGINA
FACULTY ASSOCIATION

Sessional Professional Development Fund Policy

DRAFTED: July, 2019, Updated July 2020

Audience:

University of Regina Sessional Instructors with Priority Status, All Campion College Sessional Lecturers, and the Sessional Advocacy Committee

Introduction:

A provision negotiated in the University of Regina Academic Collective Agreement, 2017-2021. Article 4.2 of Appendix A creates a fund of \$12,000 per year in order to support the professional development of Sessional Lecturers for University of Regina. Only U of R Sessional Lecturers with priority status are eligible to apply.

A similar provision was negotiated in the Campion College Academic Collective Agreement, 2017-2021. Article 4.2 of Appendix A creates a fund of \$10,000 per year in order to support the professional development of Sessionals at Campion College. According to Article 4.2 of Appendix A, any Sessional employed by Campion College is able to submit their application for this grant money.

Policy:

Applications to the URFA Sessional Professional Development Fund may be submitted to the Faculty Association Office 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 is available on the URFA website.

In order to apply, Sessionals **must** either be a Sessional Academic Staff Member with priority status at The University of Regina, or a Sessional Academic Staff Member at Campion College. Campion College Sessionals **do not** require priority status to apply to the 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.

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:

1. Proof of registration (if applicable).
2. Proof that a paper/poster/creative work has been accepted for presentation at a conference/festival/event or for publication (when applying for reimbursement for a

conference/festival/event or for publication fees).

3. An abstract of the paper/poster being presented or description of the creative work/publication (150-250 words).

4. A brief description (150-200 words) on the relevance of the conference / festival / event / publication to your professional practice.

5. Budget (economy air fare, mileage, hotel, food, registration, publication fees, etc.), maximum one page.

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.