

CUPE Professional Development Fund

CUPE Collective Agreement, Article 18.5(b)

(b) The University and the Union acknowledge the importance of professional development for Part-Time Academic faculty. The Employer shall provide a fund up to a maximum of \$20,000 per academic year with awards up to a maximum of \$1000 per application. The awards will be evaluated and granted on a first-come, first served basis. The fund shall be used to support pedagogical training, pedagogical materials and support, including but not limited to printers, filing cabinets, online teaching technology. It shall also be used to support employees presenting papers or participating in panels at academic conferences, hiring research assistance, and/or attending relevant professional development opportunities or workshops. These funds can also be utilized towards academic activities and/or for paying Membership fees for professional associations. Proposals shall be approved by the Provost and Vice-President, Academic or designate on the recommendation by the appropriate Dean. To be eligible, the Part-Time Academic must be on the precedence list, and have held a Part-Time Academic appointment within the 12 months preceding the conference and/or event. Successful applicants will be notified in writing with a copy to the union.

Submission Procedure

1. CUPE Member completes the enclosed CUPE PD Fund Application Form and submits to their Head/Chair/Director.
2. Once approved by the relevant Head/Chair/Director and Dean, Form is sent to Labour and Employee Relations (academic.staff.relations@dal.ca) for confirmation of eligibility, followed by approval by the Provost.
3. Labour and Employee Relations will notify the CUPE Member (by email) whether the request has been approved, and attach a copy of the final (signed) CUPE PD Fund Application Form.
4. CUPE Member completes expense claim in Chrome River (charge to acct 11005) and attaches all relevant receipts and approved PD Fund Application Form.
5. Payment is issued to CUPE Member by direct deposit. Note that the CUPE Member should receive an email from Financial Services with the subject line "Deposit Advice" in the 48 hours preceding the direct deposit of the funds.

Travel Policy : <https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/financial-services/Policies/Travel%20and%20Entertainment/TRAVEL10.pdf>

CUPE Part-Time Academic Professional Development Fund Application

To be filled out by the CUPE Member and submitted to their Department Head/Chair/Director.

Excerpt from the CUPE Collective Agreement:

(b) The University and the Union acknowledge the importance of professional development for Part-Time Academic faculty. The Employer shall provide a fund up to a maximum of \$20,000 per academic year with awards up to a maximum of \$1000 per application. The awards will be evaluated and granted on a first-come, first served basis. The fund shall be used to support pedagogical training, pedagogical materials and support, including but not limited to printers, filing cabinets, online teaching technology. It shall also be used to support employees presenting papers or participating in panels at academic conferences, hiring research assistance, and/or attending relevant professional development opportunities or workshops. These funds can also be utilized towards academic activities and/or for paying Membership fees for professional associations. Proposals shall be approved by the Provost and Vice-President, Academic or designate on the recommendation by the appropriate Dean. To be eligible, the Part-Time Academic must be on the precedence list, and have held a Part-Time Academic appointment within the 12 months preceding the conference and/or event. Successful applicants will be notified in writing with a copy to the union.

CUPE Part-Time Academic Member Name (First/Middle/Last):

Dalhousie ID:

Department/School/College:

E-mail address:

Date of conference/ workshop/ professional development opportunity:

Amount for Reimbursement:

Description of professional development activity:

Signature of CUPE Member

Date

Approvals:

Department Head/Chair/Director name

Signature

Date

Dean name

Signature

Date

Provost & VP Academic

Signature

Date

Labour and Employee Relations

Signature

Date