University of Victoria
Guidelines for Continuing Sessional Lecturer Scholarship Fund

PURPOSE: To provide financial support to Continuing Sessional Lecturers who choose to participate in any of a range of professional development activities including, but not limited to, academic conferences related to the scholarship of teaching and learning in their discipline.

ADMINISTRATION OF THE FUND: A standing Joint Committee will be established comprising two representatives from the University and two representatives from CUPE 4163, Component 3. The Committee will receive and review applications for professional development funds and allocate funds in accordance with the criteria and procedures set out in these guidelines.

FUNDING AMOUNTS: The per person maximum is $1,500 per sessional assignment year (May 1 to April 30), which may be split across more than one event. Funding is available for up to a maximum of $1,500 if the applicant is presenting a paper or poster, or is a panel discussant, or contributing significantly in other documented ways, at a professional development event. The maximum for attending a professional development event and for other professional development activities is $750.

GENERAL GUIDELINES:

1. Employment Eligibility
Applicants must currently hold Continuing Sessional Lecturer appointments at UVic. Please note: Continuing status is only achieved after teaching 7.5 units/year for 3 years minimum. Please check with the CUPE office (cupe4163@uvic.ca) if you are unsure of your designation.

2. Professional Development Eligibility
Academic conferences, academic institutes, and professional courses, workshops or seminars that address scholarship of teaching and learning in higher education are eligible. Support for other activities related to the purpose of the fund will also be considered.

Funding is for professional development activities occurring within 18 months of the adjudication date.

3. Eligible Expenses
   a. Conference, workshop or seminar registration fees;
   b. Travel (NOTE: travel to UVic is not eligible);
   c. Accommodation at standard room rates;
   d. Meals while attending the event up to UVic per diem rates (excluding alcohol);
   e. Material costs associated with the event (e.g., creating a conference poster);
   f. Professional organization membership fees associated with attendance at the event;
g. Other reasonable expenses agreed to by the committee; and
h. Equipment purchasing costs cannot be considered.

4. Criteria for Selection - the committee uses the following criteria for selection
a) Activity will have a direct positive impact on student learning at UVic. In his or her application the applicant must document how this is to be achieved (for example by establishing a direct connection between his/her teaching practice and the event to be attended);
b) Application clearly indicates how activity will contribute to the applicant’s professional development;
c) Application broadly fits into the concept of scholarship of teaching and learning or scholarly teaching in the discipline;
d) Application must be complete to be considered; and
e) Invitations to present/perform or acceptance must be explicitly documented (for example through a letter of invitation or a copy of the event program). Documentation must be included in or attached to the application (not simply a link).

5. Application Procedure
a. Complete the Continuing Sessional Lecturers Scholarship Fund Application form;
b. Attach relevant documentation for the event (e.g., conference brochure, invitation to participate);
c. Write a one- or two-paragraph statement that indicates how the event contributes to your professional development as a Sessional Lecturer in your discipline and indicate your participation in the event (e.g., presenting a paper or poster, serving on a panel for a workshop, invited presentation, attending as a delegate);
d. Include an itemized budget;
e. 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 statement; and
f. Submit your application package by email to the Learning and Teaching Centre at any time. Adjudication of applications will occur monthly.

6. Reimbursement Procedure
a. As soon as possible after the funded event, submit a one page Continuing Sessional Lecturer Scholarship Fund Report form describing how the event contributed to your professional development;
b. With your report, submit an itemized Travel Expense Reimbursement form, with original itemized receipts, boarding passes, and any other required documentation, converting all budget values into Canadian funds. Please submit in person to the Learning and Teaching Centre, HHB 126 between 9:00 AM and 4:00 PM; and

c. Staff at the LTC will process your request for reimbursement.
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7. Follow-up Dissemination of Findings
Successful applicants are encouraged to share their learning with colleagues at the department or faculty level, or more broadly (e.g. through the Learning and Teaching Centre).

These guidelines were developed by the Sessional Lecturer Scholarship Fund Committee (a joint standing committee) over the course of the fall term 2006 in accordance with the provision for such funds in the Collective Agreement for Continuing Sessional Lecturers (represented by CUPE 4163, Component 3). These guidelines will be reviewed and updated regularly in accordance with the Agreement and so that they continue to meet ongoing needs. This document is the result of a collaborative process by the following Committee members:

- Sarah Blackstone, Advisor to the Provost, Special Projects
- Laurel Collins, Communications Executive for Component 3 of CUPE 4163, and Sessional Lecturer in Sociology and Social Justice Studies
- Matthew Koch, Vice-President, of CUPE 4163, Component 3 and Continuing Sessional Lecturer in History and Hispanic & Italian Studies
- David Doff, Member-at-Large, CUPE 4163 Component Three, and Continuing Sessional Lecturer in History
- Thomas Heyd, Continuing Sessional Lecturer in Philosophy, Adjunct Associate Professor in Environmental Studies and Visiting Research Fellow, Centre for Global Studies
- Joe Parsons, Interim Director—Learning and Teaching Centre

December 20, 2006
Revised November 3, 2015

Minor changes in the wording of the guidelines were made in January 2017 to be consistent with the Term Sessional Lecturer Scholarship Fund and to include a monthly adjudication process.

- Dr. Laurene Sheilds, Acting Director, Learning and Teaching Centre
- Mr. Eric Mayes, Manager, Employee Relations, Department of Human Resources
- Ms. Loree Wilcox, CUPE National Representative
- Dr. Matthew Koch, Vice-President of CUPE 4163, Component 3 and Continuing Sessional Lecturer in the Departments of History and Hispanic & Italian Studies

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