University of Victoria  
Terms of Reference and Eligibility  
Teaching–Stream Faculty Scholarship Fund  
(previously Senior Instructor and Teaching Professor Scholarship Fund)

**Purpose:** Established by the Vice President Academic and Provost, January 1, 2011, to provide financial support to Teaching–Stream Faculty who seek to participate in a range of professional development activities related to the scholarship of teaching and learning including, but not limited to, attending academic conferences, engaging in research, and making scholarly presentations.

**Administration of the Fund:** A standing Joint Committee will be established comprising: two representatives appointed annually by the Vice President Academic and Provost, one of whom will normally be the Director or designate of the Learning and Teaching Centre (LTC), and two representatives appointed annually by the Faculty Association, both of whom shall hold regular appointments as Teaching–Stream Faculty at the University of Victoria (UVic). The Committee will receive and review applications for funds and will allocate funds in accordance with the criteria and procedures set out in these guidelines.

**Funding Amounts:** Each eligible applicant may normally hold one grant in a single fiscal year (April 1 to March 31), to a maximum of $1,500. The date of tenure of the grant is determined based on the first day of the eligible activity. Funding is available for up to a maximum of $1,500 if the applicant is presenting a paper, 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 activities is $750.

**General Guidelines:**

1. **Employment Eligibility**  
The applicant must currently hold a regular appointment as an Assistant Teaching Professor, Associate Teaching Professor, or Teaching Professor at UVic. This program does not apply to anyone with a limited term appointment.

2. **Professional Development Eligibility**  
Academic conferences, academic institutes, professional courses and workshops or seminars that address the 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.

3. **Eligible Expenses – Only direct costs related to travel and attendance at the event are eligible**  
   a) Travel (Note: travel to UVic is not eligible);  
   b) Accommodation;
c) Meals while attending the event, excluding alcohol;
d) Course or conference registration fees;
e) Professional organization membership fees associated with attendance at the event; and
f) Material costs associated with the event (e.g., creating a conference poster).

**NOTE:** Equipment purchasing costs **cannot** be considered.

4. **Criteria for Selection** – the committee uses the following criteria for selection
   a) Application clearly indicates how the activity will have a direct positive impact on student learning at UVic;
   b) Application clearly indicates how activity will contribute towards the applicant’s professional development;
   c) Application **must be complete** to be considered;
   d) Costs should be based on standard room rates and travel fares;
   e) Invitation or acceptance to present/perform must be explicitly documented (for example through a letter of invitation); and
   f) Preference will be given to applicants who were not funded in the previous round.

5. **Application Procedure**
   a) Complete the [Teaching-Stream Faculty Scholarship Fund application form](#);
   b) Attach specific evidence of your participation, contribution, or invitation. Evidence includes, but is not limited to, section of the conference program clearly listing your contribution, registration receipt, or letter of invitation. Providing the URL for the conference website is **not** sufficient;
   c) Include an itemized budget;
   d) 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;
   e) Submit your electronic application package by email to the LTC;
   f) Funding is for professional development activities occurring within the 6 months before or the 12 months after the application deadline; and
   g) The selection committee will review all applications submitted by the deadline using the selection criteria. Applicants will be notified of the outcome of their application no more than one month after the application deadline (4:00 PM on March 31st and 4:00 PM on September 30th).

6. **Reimbursement Procedure**
   a) As soon as possible after the funded event, complete the [Teaching-Stream Faculty Scholarship Fund Report form](#);
   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, HBB 126 between 9:00 AM and 4:00 PM; and
   c) Staff at the LTC will process your request for reimbursement.
7. **Follow-up Dissemination of Findings**
Successful applicants are encouraged to share their findings with colleagues at the department or faculty level, and may be requested to share more broadly through LTC events.

*These guidelines were initially developed through a collaborative process by the Teaching Professor Scholarship Fund Committee (a joint standing committee) with the following members in 2010-2011: Kim Hart Wensley, Mary Sanseverino, Teresa Dawson, Janni Aragon, and Richard Pickard. The current revision (January 2017) is a minor change of wording of a version (December 2015) that was the result of collaboration by the following committee members:*

- Sarah Blackstone, Advisor to the Provost, Special Projects
- Joe Parsons, Interim Director, Learning and Teaching Centre
- Mark Laidlaw, Assistant Teaching Professor, Physics and Astronomy
- Erin McGuire, Assistant Teaching Professor, Anthropology

*These guidelines will be reviewed and updated regularly to ensure they continue to meet ongoing needs.*