

Term Sessional Lecturer Fund Terms of Reference

Purpose

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

Administration of the fund

A standing Joint Committee will be established comprised of 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 \$2,000 per sessional assignment year (September 1 to August 31), which may be split across more than one event. Funding is available for up to a maximum of \$2,000 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 \$1,000.

General Guidelines

Employment eligibility

Applicants must currently hold a Term Sessional Lecturer appointment at UVic. Only Term Sessional Lecturers who are teaching at least one course in the semester in which they are applying for funding will be eligible. Please check with the [CUPE office](#) if you are unsure of your designation / eligibility.

Professional development eligibility

Academic conferences, academic institutes, and professional courses, workshops or seminars that address scholarship of learning and teaching in higher education are eligible. Support for other activities related to the purpose of the fund will also be considered, pending a rationale demonstrating a direct impact on student learning.

Funding is for professional development activities occurring within six (6) months before or six (6) months after the application deadline.

Application call

The Term Sessional Lecturer funds are available on a first come, first serve basis until all funds are expended.

There are three (3) application deadlines per year including February 28, June 15 and November 30.

Please Note: No applications will be accepted post the deadlines indicated above.

Eligible expenses

Only direct costs related to travel and attendance at the event are eligible.

- Course or conference registration fees;
- Professional organization membership fees associated with attendance at the event;
- Travel (Note: travel to UVic is not eligible);

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- Accommodation at standard room rates;
- Meals while attending the event up to UVic per diem rates (excluding alcohol); and,
- Material costs associated with the event (e.g., creating a conference poster).

Ineligible expenses

- Travel to UVic or within Greater Victoria;
- Tuition will not usually be covered (credit based courses are not eligible, however non-credit based courses are considered); and,
- Equipment Purchasing (including technology).

Criteria for selection (used by the committee)

- Activity will have a direct positive impact on student learning at UVic. In their application the applicant must document how this is to be achieved (for example by establishing a direct connection between their teaching practice and the event to be attended);
- Application clearly indicates how activity will contribute to the applicant's professional development;
- Application broadly fits into the concept of scholarship of teaching and learning or scholarly teaching in the discipline;
- Application must be complete; and,
- 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).