

**Professional Development Expenses –  
Regular Faculty Members and Librarians**

**University Policy No.:** HR6410  
**Classification:** Human Resources  
**Approving Authority:** Board of Governors  
**Effective Date:** May 2015  
**Supersedes:** January 1989  
**Last Editorial Change:** January 2024  
**Mandated Review:** May 2022

---

*Additional information on Professional Development reimbursement may be found in the [University of Victoria Faculty Association Collective Agreement](#).*

**PURPOSE**

- 1.00 The functions assigned to the university by the *University Act* include: establishing facilities for the pursuit of research in all branches of knowledge; and providing instruction in all branches of knowledge.
- 2.00 In order to fulfill these mandates, it is necessary for the university to acquire various types of property and services for use by its regular faculty members and librarians and to enhance the knowledge and skills of its regular faculty members and librarians by attending conferences, workshops, and engaging in professional development activities. Faculty members and librarians are often the best qualified persons to identify the property and services that will enable the university to fulfill the university's mandate and functions.
- 3.00 When a regular faculty member or librarian recommends that the university acquire property or services, the university, after approving the acquisition, requires the faculty member or librarian to purchase and pay for the property or service and seek reimbursement from the university in accordance with the procedure described in this Policy. Approval will only be given when the instructional and research programs of the university will be the primary beneficiaries of the expenditure.
- 4.00 To obtain the current schedule of Professional Development Expenses for regular faculty and librarians, contact the head of your academic unit.

**Pre-Approval Process**

- 5.00 When a regular faculty member or a librarian holding a continuing appointment recommends the acquisition of property or services, a written request for approval will be sent:
  - (a) in the case of a faculty member who is a member of a Department or School, to the Chair or Director, respectively;
  - (b) in the case of faculty member in a Faculty that is not subdivided into Departments or Schools, to the Dean of the Faculty;
  - (c) in the case of a librarian, to the University Librarian; and

- (d) in any other case, to the appropriate Vice President of the university.
- 6.00 A faculty member or librarian who has held a regular academic or regular librarian appointment within the past year and who has retired from the university is entitled to continue to draw on their residual funds in their professional expense reimbursement account for one year after retirement in accordance with the procedures set out in this policy. No funds will be added to the professional expense reimbursement account after the retirement date.
- 7.00 A request for pre-approval will contain the following information:
- (a) a description of the article, service or membership;
  - (b) a description of the benefit to the university; and
  - (c) the estimated cost.
- 8.00 In the case of recommendations to acquire books and periodicals, a request for pre-approval may be for an unspecified number of books and periodicals in a specified field(s) of research or knowledge.
- 9.00 Each request for pre-approval is evaluated on the basis of whether the expenditure will benefit the university. By way of guidance and without prejudging any particular request for pre-approval, recommendations for the acquisition of the following kinds of property and services are frequently pre-approved provided that the request demonstrates that the primary benefit of the expenditure will fulfill one of the university's functions that are described above:
- (a) books, subscriptions to periodicals and journals, digital resources, reprints, and interlibrary loan charges that will be used in relation to university teaching, research or scholarly activities;
  - (b) equipment including computers that will be used in university teaching, research or scholarly activities;
  - (c) computer software or data base access that will be used in university teaching, research or scholarly activities;
  - (d) memberships in learned societies that will enhance the knowledge and skills of regular faculty members and librarians and thereby benefit the university;
  - (e) memberships in professional organizations where membership is either required by the university or the membership is required for the purpose of maintaining a professional qualification that is necessary to provide instruction in courses being taught by the person;
  - (f) expenses incurred with regard to attendance at conferences, workshops, seminars, meetings of learned societies and professional organizations, and other similar functions (including registration fees, travel and accommodation expenses) where attendance will benefit the university by upgrading or enhancing the knowledge and skills of regular faculty members and librarians;

- (g) research services or author or publication fees that are directly related to current research being conducted at the university; and
  - (h) safety equipment for use in university teaching, research and scholarly activities.
- 10.00 Whenever a faculty member or librarian purchases and pays for property or services in accordance with a pre-approval issued by the university, and a claim for reimbursement is properly submitted to the university, the university will reimburse the faculty member or librarian to the extent provided by this policy.
- 11.00 Requests for pre-approval by faculty members and librarians who are on leave of absence without pay are not eligible for approval.

Reimbursement Claim Procedure

- 12.00 Where a faculty member or librarian has incurred a pre-approved expense, a claim for reimbursement may be made by submitting the original invoices and/or receipts together with a copy of the pre-approval and:
- (a) In the case of equipment and other articles, a record of the following information:
    - (i) The serial and model number (if any) together with the manufacturer's name or brand name; and
    - (ii) The location of the equipment or articles.
- 13.00 The claim for reimbursement must be sent to the Chair, Director, Dean or Vice-President who pre-approved the expenditure.
- 14.00 Where a claim for reimbursement accords with the pre-approval and the claim for reimbursement complies with this Policy, the Chair, Director, Dean or Vice President, as the case may be, will approve the claim for payment.
- 15.00 Any disagreement with regard to the payment of a claim for reimbursement will be referred:
- (a) In the case of a Faculty that is sub-divided into Departments or Schools, to the Dean of the Faculty whose decision is final; and
  - (b) In all other cases, to the Vice President Academic and Provost, whose decision is final.
- 16.00 Claims for reimbursement should be submitted in the university's fiscal year (April 1st – March 31<sup>st</sup>) in which the expenditure was incurred. Claims submitted after the closing of accounts for the fiscal year (approximately April 10<sup>th</sup>) cannot be processed for a period of approximately one month.
- 17.00 Any claims for reimbursement by persons whose employment with the university has terminated by reason of retirement, resignation or otherwise must be made not later than 60 days after the termination of employment. Claims for reimbursement from a person whose employment has terminated by reason of retirement must be made no later than 60 days following the end of the first year after their retirement date.

### Reimbursement Record

- 18.00 The university will maintain a “Professional Expense Reimbursement Record” that records the maximum amount of claims that are eligible for reimbursement and the claims that have been approved and paid by the university.
- 19.00 Any unused balance at the end of the fiscal year in the Professional Expense Reimbursement account of a faculty member or librarian holding a regular academic or regular librarian appointment will be rolled forward and added to the maximum amount of claims that are eligible for reimbursement during the fiscal year ending March 31.
- 20.00 Where a person’s employment does not continue throughout a fiscal year, the amount set forth in sub-paragraph 3.1 will be proportionately reduced.

### Ownership of Articles Purchased Under this Procedure

- 21.00 All property purchased by a faculty member or librarian for which the faculty member or librarian has received reimbursement from the university becomes and remains the property of the university.
- 22.00 Upon retirement, resignation or termination of employment, all such property remains the property of the university. The member may offer to purchase the property from the university at its then fair market value.

### Property Inventory

- 23.00 Property acquired under this Policy will be recorded in the university’s record of assets in a manner consistent with the records kept for other assets acquired by the university.

## **AUTHORITIES AND OFFICERS**

- i) Approving Authority: Board of Governors
- ii) Designated Executive Officer: Vice President Academic and Provost
- iii) Procedural Authority: Vice President Academic and Provost
- iv) Procedural Officer: Vice President Academic and Provost

## **RELEVANT LEGISLATION**

[University Act, RSBC 1996, c. 468](#)