



## Cost Shared External Leadership Development Fund Terms of Reference

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*Annual Budget: \$10,000*

### **Eligible Academic Leaders:**

Deans, Associate Deans, Chairs [of Departments], and Directors [of Schools], or those who are expected to take on one of these roles as approved by the Provost.

### **Fund Description:**

The fund is used to reimburse 50% of the cost of travel expenses, registration fees, meals, and other necessary expenses related to external professional development training for eligible academic leaders **up to \$2,500**. It is expected that the Faculty or Department will cover the remaining 50% (or remaining amount) of the cost for travel, registration, meals or any other necessary expenses.

Any eligible academic leader who is interested in participating in this program must seek supporting funds from their supervisor (Dean or Provost) before seeking funding from the VPAC Office.

Once an eligible academic leader receives funding through this program it is expected that they will not seek additional funding in the following fiscal year (April - March). This is to help ensure that others who have not accessed funding in the recent past can have access.

The fund can either be reimbursed to the individual who attends the external training program, or to the Department/Faculty that paid for the training.

The fund is generally administered in a “first-come-first-served” basis.

Some opportunities for external professional development can be found on the VPAC website. For more information regarding the Shared Cost Leadership Development Program please contact the [Faculty Relations Training Coordinator](#).

### **Process for Eligible Academic Leaders (Applicant) to access the fund:**

- 1) Applicant will seek approval and funding support from their Dean or for a Dean, from the Provost (the “Approver”).
- 2) Once approval and support is granted the Applicant will complete the application form and provide the completed form and documentation of financial support from the Approver to the FRAA Training Coordinator.
- 3) The Faculty Relations Training Coordinator will notify the Applicant, the Approver, and the AVPFRAA if the funding can be administered, and the amount that is approved.
- 4) Applicant will attend the external development program.
- 5) Applicant will submit a copy of itemized receipts of the expenses (and travel reimbursement form if necessary) to the FRAA Training Coordinator for the approved funding amount.
- 6) Reimbursement will be made by the FRAA Training Coordinator to the Applicant/Department/Faculty that paid for the training.