



Contract Faculty and Student Academic Workers of Trent University

Notice to Eligible Members CUPE 3908 Unit 1

Dear Member,

PD Fund Applications are processed three times a year:

July 15th

November 15th

March 15th

All eligible members of the bargaining unit are invited to apply to the CUPE 3908 Unit 1 Professional Development Fund.

Please take a moment to review the **four application steps** outlined here.

Please also read the enclosed PD Fund **General Policies** which outline the eligibility criteria and reporting procedures. We will fund your proposal as long as it meets the criteria for eligibility. However, the amount that we are able to offer is entirely dependent on the number of members who apply in a given round.

One more important item: members are encouraged to apply for the full amount they expect to incur even if we can only fund up to \$1,500 at this point.

Yours truly,
PD Fund Committee

PS: If you have any questions, please e-mail us at office@cupe3908.org or call 705-775-2873.

CUPE 3908 – Unit 1 Professional Development Fund

APPLICATION STEPS

Step 1: Please submit a **single copy** of the following three (3) items:

- proposal describing the project and how you will benefit [conference/research/skills development/capital cost];
- a short *curriculum vitae*;
- a completed application form (attached)

For more details, please see General Policies below.

Step 2: Deliver your application by:

- Regular Mail: Attn. Unit 1 PD Fund Committee, CUPE Local 3908, Traill College, Trent University, 1600 West Bank Drive, Peterborough, ON, K9L 0G2.
- Inter-Office Mail: Attn. Unit 1 PD Fund Committee, CUPE 3908, Traill College.
- Drop Off: Room 116 (ground floor), Wallis Hall, Traill College or put in the slot marked Mail Box, Wallis Hall (ground floor), Traill College.
- E-mail to: office@cupe3908.org. Original receipts will need to be mailed in or dropped off.

Step 3: Acceptance. If you are granted a PD Fund award you will receive an e-mail notification. *Please e-mail your acceptance of the award immediately.* You will also be notified by e-mail if you are not granted a PD Fund award.

Step 4: Please submit your original receipts, completed Expense Report form (available on the website) and a brief report about the professional development activity you undertook, to the CUPE office by any of the methods noted above. Your claim will be processed, sent to Trent University, then your cheque will be issued and mailed from Trent's Accounts Payable office to the address you provide on your Expense Report form.

CUPE PROFESSIONAL DEVELOPMENT FUND: GENERAL POLICIES (CUPE POLICY #6)
CANADIAN UNION OF PUBLIC EMPLOYEES 3908 UNIT 1, TRENT UNIVERSITY

PURPOSE

The purpose of the Fund is to offer support in the form of small grants for professional development purposes (including research, travel, and professional skills development) to members currently teaching under the CUPE Local 3908 Collective Agreement. The PDFund funds proposals related to conference attendance and research. The fund may also be accessed for professional skills development (i.e. course fees and related costs associated with the general development of professional skills in the areas of research, teaching, etc). Please see "Limitations" below for further clarification.

ELIGIBILITY

All members of the bargaining unit, including any members on education leave (as outlined in section 7.09 of the Collective Agreement), and excluding individuals appointed as authorized replacement (as outlined in Appendix A.14 of Collective Agreement) and those appointed to hourly-rated positions for fewer than 100 hours or for less than 3 months, may submit professional development proposals for assistance from the fund.

Kindly note: members cannot apply for PD Fund funds if they already have outstanding claims.

PROCEDURES

Applications are processed three times a year: November 15th; March 15th and July 15th.

Applications should be made for the PD Fund Processing date closest in date to the project being proposed. **Application must include:** a one-page proposal indicating your position at Trent and a statement describing the nature of the project; a detailed budget (including an indication of other sources of funding already applied for or received for this project) and your curriculum vitae (only necessary once each contract year).

Applications are available on our website www.cupe3908.org and can be requested by phoning 705-775-CUPE (2873). ***Applications received after the processing date of one round will be considered for the following round. Appeals will be considered.***

Each applicant may receive a maximum of \$1,500.00 per academic year (September 1 – August 31). Keep in mind that grants are awarded for the specific project outlined in the application. If the project is substantially altered, or not undertaken within six months, the grant will be reverted to the Fund.

The committee processes applications three times each contract year, and its budget is normally apportioned as follows: Fall (November 15th), 1/3rd; Winter (March 15th), 1/3rd; Summer (July 15th), 1/3rd. The committee reserves the right, however, to adjust this distribution, as the need arises, to ensure fairness to all applicants.

CONFERENCES, RESEARCH & PROFESSIONAL SKILLS DEVELOPMENT

Applications should be made for the PD Fund round closest in date to the project being proposed. Each PD Fund Round handles funding for conferences, research and professional skills development from six months before to six months after the processing date. *Please note that we cannot fund course fees for degree programs.*

CUPE PROFESSIONAL DEVELOPMENT FUND: GENERAL POLICIES
CANADIAN UNION OF PUBLIC EMPLOYEES 3908 UNIT 1, TRENT UNIVERSITY

PROLIFIC YEAR/SPECIAL CONSIDERATION

Sometimes our members have a prolific year and require funding outside of the 12 month calendar year limitation. All members are eligible, once every 36 calendar months, to apply for special consideration funding. The funding cannot exceed the claim cap as determined by the PD Fund committee and will only be available if there is currently a remainder in the fund. Special consideration funding claims will be processed during the closest processing date to the request and will be subject to all existing limitations of regular funding. The PD Fund committee will review these requests on a case by case basis and reserve the right to refuse any application for Special Consideration funding. Members who receive Special Consideration funding remain eligible for regular PD Fund monies as per existing policy.

CAPITAL COSTS

Awards for capital costs associated with acquiring books, journals and software, as well as publishing related will be capped at \$400 per member every three rounds. Please note: awards cannot be granted for materials required to instruct a course that is being taught at Trent.

INSTRUCTIONAL DEVELOPMENT

Awards will be granted for instructional development costs not related to skills or curriculum modifications specific to a course the member is teaching at Trent. Awards will not be granted for the costs of degree or diploma-related courses.

Proposals related to instructional development costs that are specific to Trent should be directed to the Academic Innovation Fund (AIF) that is administered by the Instructional Development Centre.

TRAVEL & PER DIEM COSTS

Please keep in mind that PD Fund contributions towards per diem costs are limited to the following:

Accommodation: Hotel up to a maximum of \$100/night

Stay with friends or relatives: \$20/night compensation

Meals: \$50/day

Automobile expenses: Compensated at university rates: \$0.43 per kilometer

Conference fees: 100% reimbursement

ACKNOWLEDGEMENT

Should you receive an award, please be sure to acknowledge the support of CUPE Local 3908-1 and Trent University in conference programs and publications. Your signature on the application form will be considered as authorization to publish information regarding your award. Please contact the CUPE office if you have any concerns regarding this point.

FINAL REPORT

Once the project is completed, a brief report of the work accomplished should be sent to the CUPE office. Reports must be submitted before any funding will be granted in subsequent academic years.

LIMITATIONS

- Awards will not be granted for the costs of degree or diploma-related courses.
- Capital costs cannot include computer hardware or materials covered by academic department budgets.
- Non-degree or non-diploma courses, conferences, research, and professional skills development will all be valued equally in regards to funding.

PROFESSIONAL DEVELOPMENT FUND: APPLICATION FORM

CUPE Local 3908 Unit 1 – Contract Faculty at Trent University

Name:	Employee #
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Application Type: <i>Note: can be more than one</i> <input type="checkbox"/> Conference <input type="checkbox"/> Research <input type="checkbox"/> Professional Skills Development <input type="checkbox"/> Instructional Development <input type="checkbox"/> Capital Costs
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Basic Information: <i>Note: if conference or course - provide name, location and <u>date</u>, if product - what type.</i>
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Position + Department:	Email:
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Home Address: <i>Note: please include postal code</i>	Home Phone:
	Trent Phone:

PROPOSED BUDGET <i>Note: Please reflect your total anticipated costs / Only actual expenses will be reimbursed</i>

1. Travel	a) _____ km @ \$0.43/km	\$
	b) Return Air/Bus/Train fare	\$
	c) Parking / Taxi	\$
2. Living Expenses	a) Accommodation: Maximum \$100/night	\$
	b) Stay with friends/relatives: \$20/night	\$
	c) Meals: \$50/day x _____ days	\$
3. Conference Registration		\$
4. Course / Workshop Fee		\$
5. Capital Costs (attach breakdown if necessary)		\$
6. Other (please specify) _____		\$
7. Total Expenses		\$
8. Total PD Fund Grants Previously Directed to this Project (if any)		\$
9. Total PD Fund Grants in Last 2 Rounds (if any)		\$
10. Total PD Fund Grant Applied for Current Round		\$
11. Total PD Fund Grant Awarded for Current Round		\$ OFFICE USE ONLY
12. Is this application under the Special Consideration/Prolific Year Policy? (Please indicated “yes” or “no”)		
13. If “yes” in # 12: Amount Approved (office use only)		OFFICE USE ONLY

Applicant's Signature

Date