

PROFESSIONAL DEVELOPMENT FUND

As a CUPE 3908 Unit 1 member, you are eligible to access professional development funding. Read on to determine your eligibility.



Who's Eligible?

- All members who work more than 100 hours or more than three months are eligible for the fund.
- Individuals appointed as replacements and those appointed to hourly rated positions less than 100 hours or less than 3 months are ineligible.

How Much Can I Claim?

Up to \$1500 per year (September 1 - August 31). Members are encouraged to submit claims that reflect the total costs they expect to incur, even if we can only fund up to \$1500 at this point.



What Can I Claim?

Conferences and research (i.e., fees, travel, and accommodation); and Professional Skills Development (i.e., course fees and materials, professional membership fees, and costs for research and teaching related skills development).

To find out if a particular expense you incurred is eligible for CUPE-1 PD funding, please email office@cupe3908.org.



When Can I Submit My Application?

Members can submit three times per year:

Summer: **July 15**
Fall: **November 15**
Winter: **March 15**



What Are The 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 be valued equally in regards to funding.



Where Can I Go For Additional Information?



Members are encouraged to consult the PD Fund application package, available at:

cupe3908.org/pdfund