

Office of the Provost

CUPE 3912 Part-Time Faculty PD Fund Application

This form is to be used by part-time faculty members to submit professional development fund applications.

Please read Article 24.06 of the [Collective Agreement](#).

Notes:

1. To be eligible for funding from the professional development fund, part-time faculty must be on the precedence list, and must have taught a minimum of 1.0 FCE within the past 12 months.
2. Saint Mary's University provides computing devices that are leased by the University for use by faculty through the [Evergreen Program](#). Computing devices are not eligible for reimbursement under Article 24.06.
3. Once a professional development fund application is approved, reimbursement for the approved expenses up to the total amount approved must be made using Saint Mary's [Reimbursement Form](#).
4. In accordance with Article 24.06, successful applicants will be notified in writing with a copy to the Union.

Email completed applications to: provost@smu.ca

Please complete form using Adobe Acrobat to preserve field inputs for other contributors.

To be completed by the applicant

Applicant name:	
Department:	
Amount requested (\$900 maximum):	

Purpose (select all that apply):

☐	Pedagogical training
☐	Pedagogical materials and support, including but not limited to online teaching technology
☐	Presenting at academic conference
☐	Attending relevant professional development opportunities; e.g. teaching and learning workshops related to employees' duties and responsibilities
☐	Professional association fees
☐	Other academic activities

If Other academic activities, specify:

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Please provide a detailed description of the proposed expenses:

Please submit additional documentation to substantiate the proposed expenses as appropriate (screenshots of conference or workshop listing and registration rates, product listings, etc.).

Date:	
Signature:	

Email this form and accompanying attachments to your relevant Dean's Office:

dean.arts@smu.ca

dean.science@smu.ca

sobeyschool@smu.ca

To be completed by Dean

I confirm that:

	Employee is on the precedence list.
	Employee has taught a minimum of 1.0 FCE in the past 12 months.

Comments:

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Date:	
Signature:	

To be completed by Provost

Comments if rejected:	
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Signature if approved:	
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Date:	
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