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## Academic and Professional Development Fund Procedures

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<b>Policy Sponsor:</b>	Provost and Vice-President, Academic
<b>Name of Parent Policy:</b>	<a href="#">Academic and Professional Development Fund Policy</a>
<b>Policy Contact:</b>	Manager, Research Services
<b>Procedure Contact:</b>	Manager, Research Services
<b>Effective Date:</b>	May 2, 2016
<b>Review Date:</b>	Quadrennial (every four years)

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### Purpose

To delineate the process for awarding funds to Athabasca University Faculty Association (AUFA) Academic and Professional staff to support the dissemination of knowledge, including the outcomes of research and advances in pedagogical and business practices.

### Definitions

<b>AUFA</b>	Athabasca University Faculty Association
<b>Academic</b>	An AUFA member appointed to the rank of Academic Coordinator, Assistant Professor, Associate Professor or Professor.
<b>Eligible Activity</b>	is defined as one of three types: <ul style="list-style-type: none"><li>(a) to present a keynote address, paper, poster or panel presentation at a conference symposium or workshop, or</li><li>(b) to attend, but not present at, a conference, symposium, workshop or training session and to share the knowledge acquired with the University community, or</li><li>(c) to attend a conference, symposium or workshop which the applicant has assumed a major role in organizing.</li></ul>



**Fiscal Year** 1 April to 31 March

**Professional** An AUFA member appointed to a Professional position.

### **Procedure**

Applications will be accepted by the Research Centre not later than the first business day of February, June and October of each year, as follows:

- On or before the first business day of February for Eligible Activities scheduled between 1 April and 31 July
- On or before the first business day of June for Eligible Activities scheduled between 1 August and 30 November
- On or before the first business day of October for Eligible Activities scheduled between 1 December and 31 March

At their discretion, the Academic and Professional Development Fund Committee may offer additional calls for applications.

Applications must be submitted via the Research Portal, in accordance with established guidelines and by the specified deadline. Late or incomplete applications will not be accepted.

The Academic and Professional Development Fund supports the following costs related to participation in Eligible Activities:

- Travel expenses including transportation, accommodation, meals, incidentals and conference registration fees.
- Professional, membership and other fees that are mandatory components of conference registration fees. Such fees must be explained in the award application.

The Academic and Professional Development Fund does not support costs related to:

- Training to fulfill the basic requirements of the applicant's current position, including the use of the University's enterprise systems (e.g., Alfresco, Banner, Microsoft etc.).
- Travel, tuition or other fees related to the fulfillment of a degree requirement.
- Professional or membership fees not associated with the eligible activity for which funding is being sought.

The Academic and Professional Development Fund Committee will adjudicate applications and notify applicants of the decision made regarding applications within 20 business days of the specified deadline. Decisions of the Committee are final and are not open to appeal.



Applicants are expected to withdraw applications for funding as soon as possible if they will not attend the Eligible Activity.

Awards shall normally be as follows and will be pro-rated according to the applicant's full- or part-time employment status. The maximum amount awarded, or the amount normally awarded on a pro-rated basis, may be adjusted downward if the fund is over-subscribed.

Event Within Canada	Up to \$1,000 CDN
Event Outside Canada	Up to \$1,400 CDN

A maximum of two co-presenters may be funded up to the maximum amount each, provided that both have an active role in the Eligible Activity.

A maximum of two applicants from the same department may be funded to attend the same training or workshop session.

Expenditures that exceed the value of the award shall be the responsibility of the applicant.

Award recipients are accountable for their presence at the event. Within thirty (30) days of the Eligible Activity, the recipient must submit the following documents to claim their award:

- 1) an expense claim form, with original receipts, to the Research Centre; and
- 2) a completed Academic and Professional Development Fund final report, via the Research Portal.  
Recipients not presenting at an Eligible Activity must include, in their Academic and Professional Development Fund final report, details of how the acquired knowledge was shared within the University community (e.g., AU Space, Lunch and Learn, LD Showcase Series, department meeting, team meeting etc.)

Funds that have not been claimed by award applicants within thirty (30) business days of the Eligible Activity will be returned to the award fund.

### **Applicable Legislation and Regulations**

[Terms and Conditions of Agreement between The Governors of Athabasca University \(the Board\) and Athabasca University Faculty Association \(AUFA\)](#)

### **Related References, Policies, Procedures and Forms**

[Academic and Professional Development Fund Policy](#)

[Academic and Professional Development Fund Application Form](#)

[Athabasca University Travel and Expense Claim Policy](#)



## **History**

Executive Group, May 2, 2016 (associated policy approved)

The Governors of Athabasca University, March 22, 2013, Motion # 181-09 (associated policy approved)

Executive Group, 23 July 2007 (Amended)

Executive Group, 1 March 2004 (Original Policy Approved)