

Academic and Professional Development Fund Committee (A&PDF):

- 1) Conducts its business according to the related Athabasca University [Academic and Professional Development Fund Policy](#) and [Procedures](#).
- 2) Adjudicates applications, and grants awards, up to the established maximum award values.
- 3) Reviews the A&PDF Policy and Procedures every five years.
- 4) Reviews the A&PDF Terms of Reference on an annual basis.

A&PDF Committee Membership:

- 1) Members of the A&PDF Committee shall include:
 - Three voting (AUFA) academic staff with regular appointments
 - Three voting (AUFA) professional staff with regular appointments
- 2) Members are elected by the Academic Research Committee (ARC).
- 3) Members of the academic and non-academic staff on any combination of leave for over three (3) continuous months are ineligible to serve as a member of the committee.
- 4) Members shall normally serve a three-year term (July 1 to June 30).
- 5) Terms shall be staggered to ensure continuity.
- 6) The Chair shall normally alternate annually between academic and professional staff members who have served on the committee for at least one year.
- 7) A Chair shall be appointed by, and from among the members of the A&PDF Committee.
- 8) The Chair is responsible for ensuring that the operations of the A&PDF Committee comply with the A&PDF Policy and Procedures and the review process. The Chair will monitor the A&PDF Committee's decisions for consistency and will ensure these decisions are recorded properly and that they are communicated to applicants in writing as soon as possible. Adequate administrative support will be provided by the university to ensure the Chair can fulfill his/her role.

A&PDF Committee Operations:

- 1) Quorum for each meeting shall be four voting members (50% of the membership plus one).
- 2) The Committee shall meet a minimum of three times each fiscal year (April 1 to March 31) to adjudicate applications.
- 3) Where the Chair of the Academic and Professional Development Fund Committee deems it necessary, a special meeting of the Committee shall be called to deal with urgent matters.
- 4) Subject to the [Conflict of Interest](#) provision of the General Faculties Council By-Laws, members will be asked at each meeting, by the Chair, to declare any conflict they may have with respect to the meeting agenda. Members must declare a potential conflict at the outset of each meeting and refrain from participating in discussion of the related agenda item(s).
- 5) Discussion of applications is conducted in-camera and members will uphold a strict level of confidentiality regarding applications, reviews and decisions.
- 6) Attendance at meetings is essential to facilitate work of the committee.

Administrative Support:

The Research Centre (Administrative Assistant: Pre-Award: Internal) shall act as the Secretary to the A&PDF Committee and provide support to the Committee on all matters related to the fund, including;

- 1) Preview and assess applications to ensure eligibility, and provide feedback to applicants;
- 2) Pre-meeting preparation (arrange meetings, generate and circulate agenda packages, attend meetings, assist committee chair, create minutes/meeting summaries, budget report), and prepare/issue decision and follow-up correspondence on behalf of the Chair and/or Committee;
- 3) Delegated administrative reviews to determine compliance with decisions arising from A&PDF Committee reviews and such other delegated activities as determined by the A&PDF Committee;

- 4) Assist with development and/or modification of the A&PDF Policy, Procedures, Terms of Reference and online applications forms;
- 5) Consult with the Chair and/or committee members on issues related to adherence to the A&PDF Policy and Procedures;
- 6) Understand and honor confidentiality rules, protocols, processes and practices of the A&PDF Committee;
- 7) Accurately record committee minutes while keeping an accurate record of pending and ongoing discussion items, as well as provide historical information as requested by the Chair or committee members;
- 8) Assist applicants to resolve problems and provide solutions and recommendations;
- 9) Coordinate the call for nominations from the Athabasca University Faculty Association (AUFA) membership to fill committee positions. Compile the list of the nominees and provide to Academic Research Committee;
- 10) Maintain up-to-date related information on the Research Centre funding webpage;
- 11) Provide backup to the Administrative Assistant & Grants Administrator-Post Award (Internal) that includes, but is not limited to ensuring all expense claims, invoices, timesheets & final reporting are claimed in accordance with appropriate policies and procedures;
- 12) Ensure that effective records management practices are followed in terms of archiving meeting materials (e.g., agendas/minutes) for storage in the Athabasca University Records Centre (AURC), and determining final disposition (destruction) of online records, following appropriate University Records Retention Schedules.
- 13) Perform other duties to support the A&PDF Committee in carrying out its responsibilities, as determined by the A&PDF Committee.

A&PDF Committee Reporting:

The Academic and Professional Development Fund Committee reports to the Academic Research Committee.