

**Academic and Professional Development Fund Committee (APDF):**

1. Conducts its business according to the 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 APDF Terms of Reference on an annual basis.
4. Reviews the APDF Policy and Procedures every five years.
5. Reports to the Academic Research Committee.

**APDF Committee Nomination & Election Process**

- 1) Full-time academic staff members and full-time non-academic staff members who are on any combination of leave for over three (3) continuous months are ineligible to serve as a member of the committee.
- 2) Eligible staff members can self-nominate or nominate a colleague (with their permission).
- 3) Nominees must provide a short (e.g., 200 words) biography that describes why they are interested and what experience they would bring to the role as a member of the APDF Committee. If an election is required, the information provided in the biography will be included in the confidential voting process.
- 4) Elections are conducted through a confidential voting software (Simply Voting) if more than one nomination is received for a position. If only one nomination is received for a position, that nominee will be considered elected by acclamation.
- 5) Academic and Professional Development Fund Committee members are elected by the Academic Research Committee.

**APDF Committee Membership:**

- 1) Committee memberships consists of:
  - Four (4) full-time academic faculty staff members
    - (1) Faculty of Business
    - (1) Faculty of Health Disciplines
    - (1) Faculty of Humanities & Social Sciences
    - (1) Faculty of Science & Technology
  - Two (2) non-academic full-time staff members
- 2) Members shall normally serve a three-year term (July 1 to June 30).
- 3) Terms shall be staggered to ensure continuity.
- 4) A Chair is appointed by and from the members of the Academic and Professional Development Fund Committee.
- 5) The Chair shall normally alternate annually between academic and professional staff members who have served on the committee for at least one year.
- 6) The Chair is responsible for ensuring that the operations of the APDF Committee comply with the Academic and Professional Development Policy and Procedures and the review process.

**APDF 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 Secretary to the APDF Committee:

- 1) Previews 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 prepares/issues decisions and provides follow-up correspondence on behalf of the Chair and/or Committee.
- 3) Provides delegated administrative reviews to determine compliance with decisions arising from APDF Committee reviews and such other delegated activities as determined by the APDF Committee.
- 4) Assists with development and/or modification of the APDF Policy, Procedures, Terms of Reference and online applications forms.
- 5) Consults with the Chair and/or committee members on issues related to adherence to the APDF Policy and Procedures.
- 6) Understands and honors confidentiality rules, protocols, processes and practices of the APDF Committee.
- 7) Accurately records committee minutes while keeping an accurate record of pending and ongoing discussion items, as well as provides historical information as requested by the Chair or committee members.
- 8) Assists applicants to resolve problems and provides solutions and recommendations.
- 9) Coordinates the call for nominations from the Athabasca University Faculty Association (AUFA) membership to fill vacant committee positions. Compiles the list of the nominees and provides list to Academic Research Committee.
- 10) Maintains up-to-date related information on the Research Centre funding webpage.
- 11) Provides 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) Ensures that effective records management practices are followed in terms of archiving meeting materials (e.g., agendas/minutes) and determining final disposition (destruction) of online records, following appropriate University Records Retention Schedules.
- 13) Performs other duties to support the Academic and Professional Development Fund Committee in fulfilling its responsibilities.