



Part-time Professional Development

Application and Claim Form

Name:	
Department:	
Faculty:	
Telephone Number:	

Guidelines:

In accordance with *Article 15* of the Collective Agreement, the Board has created a central fund for part-time employee professional development. Funding will be made available from two sources:

- ▶ underspent funding from List A activities [*Article 11.9.1.5*]
- ▶ underspent funding from individual professional development allocation [*Article 15.7.4*]

The funding will be honoured on a first come, first served basis with a maximum of four hundred dollars per year for part-time faculty who teach three or more courses or equivalent per academic year.

The first-come, first-served basis will be determined by the date and time that applications are received by the office of the dean/director. The date and time of receipt will be annotated on the application by the administrative assistant in the office of the dean/director. The dean/director will sign the form to verify that applicants qualify for funding on the basis that the requisite number of courses or equivalent have been taught.

Procedures:

1. Applicants will submit a completed *Part-time Professional Development Application and Claim Form* to the Payroll Department by September 15 and January 15 each year.
2. The Payroll Department will confirm whether the application has been approved or denied, based upon available funding which is allocated on a first-come, first-served basis, and will return the form to the applicant.
3. Following approval, the applicant will re-submit the *Part-time Professional Development Application and Claim Form* to the Payroll Department, with receipts attached, for reimbursement.

Description of Expense:	Summary of Expenses:
Total:	

Signature of Claimant:	
Date:	

Signature of Dean/Director:	
Date:	

Application Approved:		Application Denied:	
Signature of Payroll Department:			
Date:			