



*To:* Chairs  
Faculty of Science

*Date:* 14 August 2006

*From:* Duane Szafron

*Subject:* **Faculty of Science Faculty Lecturer Professional Development Fund**

I have been meeting with all Faculty Lecturers (FLs) to discuss job expectations and to obtain a better sense of their needs. A number of the FLs have expressed a desire to attend more professional development events (conferences, workshops, etc) and the limited available funds to pursue these developmental opportunities.

To assist FLs with expenditures related to professional development, the Faculty of Science has established the "Faculty of Science Faculty Lecturer Professional Development Fund". This fund is effective September 1, 2006 and will cover eligible expenses accrued by FLs to attend professional development events.

The fund will operate under the following conditions:

1. All FLs appointed in the Faculty of Science are eligible to apply.
2. A maximum of \$1,500 per person per year will be reimbursed for expenses related to attending professional development events. Eligible expenses include fees for courses, seminars, conferences and costs of transportation.
3. Applications can be submitted at any time of the year.
4. The number of supported events each year will depend on the total number of FLs appointed during the academic year. 1/3 of legitimate requests will be approved. (For example, if 15 FLs are appointed during the academic year, then 5 events will be supported).
5. To qualify for reimbursement, a FL must have an appointment in a department during the period when the event occurs. (If a FL is appointed for the period September 1, 2006 to August 31, 2008, and there is no intention to renew the contract after 2008, the event must be attended prior to Aug 31, 2008.)

Procedures for Application and Reimbursement:

1. The FL completes the "Faculty of Science Faculty Lecturer Professional Development Fund" application and submits it to the Chair for approval.
2. Chair signs the form (if approved) and submits it to the Vice Dean.
3. Vice Dean reviews the request and will either approve or deny it; staff member and Chair are notified of the decision. The request must be submitted to the Vice Dean at least one (1) month prior to the start of the event.

4. The FL retains all receipts and the department completes a Travel & Hosting Expense Reimbursement Form. The department is responsible for entering the expenses into PeopleSoft. Up to a maximum of \$1,500 will be charged to the Science operating s/c (the department's Financial Assistant can contact Aneta Thompson to obtain Faculty of Science speed code when completing the travel form). Copy of the completed travel claim form and receipts must be submitted to Vice Dean of Science. The department is responsible for retaining all original receipts.

**Selection Criteria.**

The Vice Dean will review each request based on the following criteria:

1. How closely does the proposed event support teaching effectiveness
2. Level of congruence between the event subject and the courses taught by the FL
3. Benefits/advantages to both the FL and Science gained from attending the event

Sincerely yours,



Duane Szafron  
Vice Dean of Science

*DS/at*  
*Enclosure*

cc: Associate Chairs (Undergraduate Studies)  
Associate Chairs (Graduate Studies)  
Chairs' Administrative Assistants  
Department APOs