

SCJ Professional Development Fund

It is important that our faculty and staff stay updated on developments in higher education and their fields. The positive impact of continued professional development extends beyond the individual to the classroom and student experience.

The SCJ is committed to the ongoing professional development of faculty and office staff. Financial support is available to improve skills in the following areas (further details below):

- Teaching
- Instructional Design and Curriculum Development
- Scholarly Activity including writing, presenting at conferences, collecting/analyzing data, etc.
- Leadership, Administration, and Organizational Development

Eligibility and Available Funds

All new and continuing full-time faculty and staff members are eligible to receive professional development funds.

At the start of each budget year, the Dean will determine the amount available for professional development and will alert the faculty and staff about the year's allotment (this has ranged from 0 to \$2,000). Funds cannot be shared with or assigned to another colleague and are not carried over from one budget year to another.

Funds are prorated in the following situations:

- a) individuals employed for less than a full budget year, including individuals who retire or resign during the course of the academic year and those who take up appointments after July 1; or
- b) individuals on leave, other than sabbatical, maternity or parental leave, during the academic year.

Use of the Professional Development Fund

The fund may support and be applied to a wide range of activities, such as, but not limited to the following:

- Registration fees and attendance for conferences, workshops, courses or other professional meetings relevant to your field or pedagogy
- Travel costs for the purposes of scholarship or attendance at a conference, workshop, or professional meeting (e.g., transportation via personal vehicle, shuttle, taxis, or economy

- airfare)
- Lodging and meals associated with attendance at a professional development event
- Paying membership dues to professional organizations relevant to your field or pedagogy
- Purchasing materials relevant to a field or pedagogy (books, journals, videos, microforms, datasets etc.).
- Hire assistants or temporary workers (e.g., for data entry or transcription, fieldworkers)
- Subscriptions relevant to your field or pedagogy (associations, journals, etc.)
- Computers, other technology or capital equipment (e.g., microphones, cameras, tablets).

Note that all equipment and materials are the property of the university. They must be returned to the SCJ once they are no longer in use or upon retirement from or termination of employment at the SCJ.

It is imperative that faculty and staff confirm expenses with the SJ Business Manager before incurring it. We can cover some expenses directly thereby avoiding out of pocket expenses. All activities and expenses to which funds are applied, as well as any reimbursements or advances, must be in compliance with University policies. These are not static and in some cases, change during the budget year. Faculty and staff are responsible for tracking their expenses throughout the year to ensure proper planning.

There is a wide array of expenses that are **not** allowed (e.g., business or first-class air fare) so make sure you get approval from the Business Manager for all expenses.

Process

1. Faculty submit a proposal (PDF) that describes the expense and the amount associated with it and any supporting documentation to the SCJ Business Manager.
2. The SCJ Business Manager will approve requests and will consult with the SCJ Dean if a request is unusual in nature. The SCJ will have ultimate approval for requests.
3. For distribution of funds, faculty members must submit all *original* itemized receipts, (e.g., train and airline ticket, proof of conference registration) with a copy of the request form within **thirty days from the date of the activity**. In general, only expenses that have already been approved will be reimbursed.

Faculty and staff may be asked to provide additional information or documentation at any point in the process.