

SESSIONAL LECTURERS' ACADEMIC PARTICIPATION/PROFESSIONAL DEVELOPMENT AND TUITION WAIVER FUND

GRANT APPLICATION GUIDELINES

There is a single fund that is used for both professional development grants and for tuition waivers. The fund receives \$45,000 per annum. The total amount available in the fund cannot exceed \$100,000.

The fund may be used of conferences, professional dues and memberships, research and travel to conferences and for research. Other purposes may be considered on a case-by-case basis. The fund may also be used for tuition for courses in a field related to current or potential employment responsibilities with the University of Saskatchewan.

Applications must be submitted electronically to cupe3287grants@gmail.com, cc'd to cupe3287@gmail.com.

Applicants must include a copy of their current CV. For academic participation and professional development, an itemized budget for the project together with their completed application form. Incomplete or inaccurate applications will not be accepted.

Applicants are strongly advised to wait for approval before spending on projects.

Please note that there are different guidelines and separate application forms depending on whether you are applying for the reason of academic participation/professional development or for a tuition waiver.

CUPE 3287 members may apply for both categories in a single semester provided they are eligible.

Guidelines for the academic participation/professional development fund begin on page 2 of this document and guidelines for a tuition waiver begin on page 3.

CUPE 3287 (SESSIONAL LECTURERS) ACADEMIC PARTICIPATION/PROFESSIONAL DEVELOPMENT FUND GUIDELINES

The purpose of this document is to provide general guidelines. Please write to cupe3287grants@gmail.com for any questions regarding your application.

- Eligible applicants must have taught as an in-scope Sessional Lecturer within the last six months;
- Applications are considered twice a year in the Fall and Winter sessions;
- Applicants may reapply for funding;
- Applications will be assessed primarily on their merit with special efforts made to ensure that all legitimate applications have an opportunity for financial support;
- Applications must be received by way of the completed application form, including: explanation of the opportunity being applied for and how it is relevant to the applicant's employment; a current curricula vitae (CV); and an itemized budget.
- It is assumed that the applicant answers the questions honestly, however, the committee will have the option of querying any part of any application in order to verify the accuracy of the claim(s);
- If the opportunity being applied for will interfere with normal duties of the applicant's employment, the employee must obtain prior approval from the appropriate department head, dean, or designate and the provisions of [Article 28.02](#) Planned Absences will apply;
- All applicants will receive a written decision regarding the outcome of their application(s).

Further considerations regarding administration of the Academic Participation/Professional Development Fund include the following:

- All university-funded travel must be approved through Concur (for further instructions: <https://wiki.usask.ca/pages/releaseview.action?pageId=1320714814>)
- All property purchased with approved funding belongs to the University and must be returned to the department upon termination of employment;
- If approved for funding, applicants must complete a travel expense claim signed by the department head, dean, or designate and submit it to Human Resources to confirm their eligibility for the funds;
- Applicants are expected to purchase cancellation insurance when making reservations for airline travel, however, they may file a claim for the insurance premium as part of their travel expense claim;
- Reimbursements will be processed within 10 working days in accordance with University expense claim procedures;
- Approved funds will only be used for what was proposed in the application;
- Approved applications must be claimed within one year of the approval date;
- Unclaimed funds, or portions thereof, will be returned to the Academic Participation/Professional Development Fund for reallocation;
- Any applicant found to have made a false claim may be required to forfeit the approved funding; if the grant has already been made, the applicant must repay the funds in full; in addition, the applicant may be subject to a penalty of up to 10% per annum for the period of time between the date the waiver was applied to the applicant's tuition and the date of repayment;

- Application forms and information governing the administration of the fund will be available from the union;
- SJUMC may evaluate the application procedures and make recommendations for change; the parties may agree to change the procedure prior to the disbursement of funds.

CUPE 3287 (SESSIONAL LECTURERS) TUITION WAIVER FUND GUIDELINES

The purpose of this document is to provide general guidelines. Please write to cupe3287grants@gmail.com for any questions regarding your application.

The maximum size of waiver available to any applicant within any given 12-month period shall be equivalent to the Canadian student course-based tuition for a six (6) credit unit undergraduate class in Tuition Category 3 based on tuition rates at the time the course is taken. Applicants will list their previous awards on their application.

No applicant who has been awarded the maximum waiver within the last twelve months can receive an additional waiver.

- Eligible applicants must have taught as an in-scope Sessional Lecturer within the last six months;
- Grants are made twice a year in the Fall and Winter terms;
- Eligible applicants may receive one of the following combinations:
 - 1) up to two 3 credit unit waivers per year to a maximum of 6 credit units; or
 - 2) one 6 credit unit waiver per year; or
 - 3) an amount equivalent to a 6 credit unit course (tuition category 3) to be applied to one graduate course.
- Course(s) being considered in the application must begin within one year of the approval of the waiver;
- Applicants may reapply;
- If the course will interfere with normal duties of the applicant's employment, the employee must obtain prior approval from the appropriate department head (or dean of a non-departmentalized college) and the provisions of [Article 28.02](#) Planned Absences will apply;
- All applicants will receive a written decision regarding the outcome of their application(s).

Further considerations regarding administration of the Tuition Waiver Fund include the following:

- Any applicant found to have made a false claim may be required to forfeit the waiver; if the grant has already been made, the applicant must repay the tuition in full; in addition, the applicant may be subject to a penalty of up to 10% per annum for the period of time between the date the waiver was applied to the applicant's tuition and the date of repayment;
- Application forms and information governing the administration of the fund will be available from the union;
- SJUMC may evaluate the application procedures and make recommendations for change; the parties may agree to change the procedure prior to the disbursement of tuition waivers.

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