

## 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 for conferences, professional dues and memberships, research, and travel related to conferences and 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](mailto:cupe3287grants@gmail.com), cc'd to [cupe3287@gmail.com](mailto:cupe3287@gmail.com).

Applicants must include a copy of their current CV. Applications for academic participation/professional development must also include an itemized project budget together with the 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 separate guidelines and application forms apply to academic participation/professional development grants and tuition waivers.

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

Where possible, all eligible applications will be funded. However, in cases where funding all eligible applications would exhaust, or is likely to exhaust, the annual fund balance, Academic Participation/Professional Development applications will be given priority over Tuition Waiver applications. In such cases, the total allocation for Tuition Waiver applications may be capped and evenly divided among all qualified applicants.

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](mailto:cupe3287grants@gmail.com) for any questions regarding your application.

- Eligible applicants must have taught as an in-scope Sessional Lecturer at some point within the six months preceding the application deadline;
- Applications are considered twice a year in the Fall and Winter terms;
- 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;
- Applicants are expected to answer all questions honestly. The committee may request additional information or clarification to verify any information provided in an application;
- If the opportunity will interfere with the applicant's regular employment duties, the applicant 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 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 Faculty Relations 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 funds 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 funds were disbursed 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](mailto:cupe3287grants@gmail.com) for any questions regarding your application.

The maximum tuition waiver available to an applicant in any 12-month period is equivalent to the Canadian student tuition for a six-credit-unit undergraduate course in Tuition Category 3, based on the tuition rate in effect when the course is taken. Applicants must list any 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 at some point within the six months preceding the application deadline;
- 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.
- Courses included 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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