

Professional Development News – 2006-2007
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Note: Please keep this handout as it contains general information about Professional Development (PD) that may be useful at a later date.

The Collective Agreement (Article 17) ensures that regular part-time faculty with 24 or more credits of seniority are eligible to receive PD. Since its inception, CUPFA and Concordia have awarded grants for research projects, to support conference presentations, etc. In recent years, we have added a “small claims” process, where funding has been allocated to reimburse the costs of academic association memberships, books and software relevant to teaching, and office supplies, etc. If you have 24 or more credits of seniority and would like to receive small claims this academic year, please be sure to submit the application form.

Grants:

The budget year for PD coincides with the academic year, that is, from June 1 to May 31. There are three standard application dates for PD grants. These are: **April 15, October 15, and January 15.** As it is likely that April applications will not be adjudicated until May, and costs associated with them often not claimed before June, the Committee assumes the April round to be the first round of the academic year. No one may receive more than one grant in any academic year; that is, once a grant is received from the April or October round, you cannot apply again till the following April. One may receive a grant in the January round and apply again the following April. As funding is limited, preference may be given to those who have not yet received an award.

Application and budget forms are available at www.cupfa.org and on the bulletin board outside the CUPFA office (K-340). If you use the forms obtained online, you may complete them using a computer and print your copies. This is helpful because your information is easy to read and better for the budget officers. It also helps you because if you wish to apply a second time, you can start with this file which already contains your coordinates.

The PD Committee, as described in Article 17, is a parity committee. CUPFA has two representatives and so does the University; one of their representatives must be a member of administration. The 2006-07 Committee is: Ana Cappelluto, Associate Dean, Fine Arts; Leopold Plotek, Full-time Faculty, Studio Arts, Fine Arts; Susan Anastasopoulos, Part-time Faculty, Economics, Arts and Science; and Leslie Cohen (Chair), Part-time Faculty, Management, JMSB, and Psychology, Arts and Science. Together, we decide how to allocate funds supplied by Concordia. As such, we are bound to follow University procedures. Members are advised to consult Concordia’s travel policy, Human Research Ethics policies, etc.

Things to keep in mind:

- We cannot fund retroactively. You must apply before the start of your project, conference date, etc.
- Your application must be completed properly and submitted on time. References letters from department chairs will be accepted late. Please discuss the project with your department chair and/or submit a copy of your application to him/her. The letter should show knowledge of the project.
- You must submit 5 collated copies of all required documents. There are 4 committee members, and one copy is kept on file at CUPFA.
- The application form **must be the first page** of your application. If any other document is attached on top of the application page, the application will be denied. This is essential. We cannot process the file without being able to easily access the information on the application page. We do not have the time to reorganize applications. All fields in the application must be completed. Do not forget to include the total amount of money requested, your postal code, etc.
- There is a maximum amount that may be awarded; currently it is \$4000.00. If the project requires more than that, please describe your total budget within your project description, and indicate the alternate/additional sources of funding.
- Allow approximately 6-8 weeks till you will hear the decision of the committee.
- Apply well in advance of the start of your project. Projects planned for May to June, are best served by the January not April round.
- Any research involving human subjects requires approval from the University Human Research Ethics Committee (UHREC). If you plan to interview anyone this requires ethics approval.
- It is expected that the project will be completed within one budget year (see Article 17).
- The project should lead to an end product such as creation of art, presentation at a conference, a book, a publication in an academic periodical, etc. The project should not be travel to explore the possibilities of a future research project.
- Conference presentations with proof of paper acceptance and Concordia listed as at least one of your affiliations, may receive total funding up to the maximum allowed by the committee. You may apply before you receive acceptance of your paper. The committee will make a decision pending proof of paper acceptance.
- Attendance at conferences may receive no more than 1/3 of required costs, and cannot exceed the maximum allowed by the committee. On a case-by-case basis, the committee may decide to allow funding total costs to a maximum of \$2500 to those who have not received PD funding (excluding small claims) in the last four academic years. Although we have been able to award some of these grants in the last few years, be advised that we are now using our funding to its maximum. It may be that we will not be able to support funding conference attendance past 1/3 of total costs.
- No stipends may be paid to the applicant. We do not pay for your time.

- Travel requests must follow the University's travel policies. Please see the Concordia website or the link from the CUPFA website to the travel policy. Standards rates have been established and there are rules regarding which travel agents may be used. If you choose not to use the University's agents, you must obtain same-day written quotes (email is acceptable) from them and your agent, showing the latter to have the most economical fares.
- Remember, you may or may not receive a grant. You are responsible for costs incurred should you not receive a grant. Similarly, if you do not follow the travel policy, you will not be reimbursed.
- When booking flights, etc., please be sure to use the exact name that appears on your passport.
- Please be sure to include all required items in your budget. You cannot add items at a later date, nor can you move funds from one area of your budget to another.
- We do not fund the purchase of hardware.
- We do not fund self-promotion or projects designed to be "money making." We will fund the production of a manuscript for publication, but not fund mass production of a book.
- Please do not submit images of your artwork or a CD sample of music etc.
- If you need to hire technicians, musicians, etc., in your budget please be sure to indicate the hourly rate and number of hours required. It is best to indicate the names of those involved and to submit, where applicable, estimates from them.
- If you receive a grant, you will be required to credit receipt of a Concordia University Part-time Faculty Professional Development grant in any publication, exhibition, film, CD, etc. produced as a result of the award.
- Grant recipients will also be required to submit to CUPFA a report of the activity after it has been completed.

Help us to celebrate your accomplishments:

If as result of PD funding, you produced a book or CD or published a paper, etc., please send us a copy of the front cover. We would like to display them on the wall in the CUPFA office. If you are having an exhibition or a concert, etc., email us the details and we will try to post the announcement on our website.

Small Claims:

At this point, we cannot state how much money each of you may claim for 2006-2007. After the committee awards the large grants to those who apply in January 15, 2007 round, we will have a clearer indication as to how much money is left in the fund to be applied to small claims. We will then need to consider how many eligible members are requesting reimbursements and can then determine the maximum amount each person may receive for small claims in 2007. In sum, the limits will be based on the total number of people wishing to claim, and the total amount of money not used for large grants.

Should you wish to be considered for small claims, we need to hear from you. Please complete the application form enclosed in the December, 2006 mailing

and available at the CUPFA website. You must apply no later than **Monday, 15 January, 2007, 3 p.m.** Do not send any receipts at this time. Wait to hear if your application has been approved. Additional information as to how to process receipts will be provided at that time. **Expenditures must be dated June 1, 2006 or later.** All the paperwork will need to be processed by us and then processed by the budget officer in your faculty no later than April 15, 2007. We expect to process your claims in February and March. If you need to process a receipt that will only be available in April or May, please contact me.

Items you may be allowed to claim:

- Books (relevant to your department; titles must be indicated on receipts)
- Software (relevant to your department; titles must be indicated on receipts)
- Association memberships (relevant to your department; some restrictions apply). In the case of professional memberships, some will not be allowed. Be advised that any that are eligible are considered by the government to be a taxable benefit and will be noted on the taxation slips (T4 etc.) prepared by the University.
- Periodical subscriptions (relevant to your department)
- Photocopying
- Conference Registration (relevant to your department)
- Office supplies (e.g., pens, paper, toner, data keys, blank CDs, etc.)
- Art supplies (only members in Fine Arts; relevant to your department)

Note:

- Postage will not be funded unless you show it was to send a manuscript for publication (e.g., paper submitted to a periodical) or you can show it was directly related to research etc.
- Funding internet access has become problematic as some of you pay for bundles of service with Videotron, Bell, etc. The University will not fund your telephone bill or cable television access. You would need to demonstrate the cost of an ISP. These requests would then be subject to approval by the faculty and by financial services. CUPFA cannot guarantee these costs will be reimbursed. In future, these costs may no longer be accepted. If you file a tax deduction for home office expenses, internet access may be claimed there.

Claims refused by the University in the past included:

- Invoices or estimates. We can only process receipts showing proof of payment.
- Books where you were the author. You may only purchase someone else's book.
- Receipts that listed your academic affiliation as another university or institution. Concordia must be listed as your affiliation.
- Receipts dated from previous budget years. Remember the budget year is from June 1 to May 31.
- Receipts for parking, refreshments, candy purchased at the Concordia bookstore, etc. will not be reimbursed.
- Receipts that show no store name or in the case of books etc. show no titles, are not acceptable.

