



OCAD University Professional Development Opportunity Policy As per Articles 21 and 32 in the MOA

Eligible Faculty – see Articles 21.5 and 32

All Continuing, Probationary and Tenured Faculty are eligible to apply including Tenured faculty on sabbatical and leave of absence. Professional Development for Academic Staff (Counsellors and Technicians) is covered by Article 32 in the MOA. Sessional Faculty and CLTA's are not currently eligible. Status, workload and previous professional development support may be taken into account when considering individual applications.

Application Cycle (3X annually)

- November 15 deadline for a decision no later than December 20 by the Professional Development Committee.
- February 15 deadline for a decision no later than March 31 by the Professional Development Committee.
- April 15 deadline for a decision no later than May 17 by the Professional Development Committee.
- Interim funding requests: Between April 15 and September 15 faculty may apply, directly to the Vice-President Academic, for a maximum of \$500 Professional Development support. There is no guaranteed funding available during this period.
- Retroactive Funding Requests: Applications for funding for conferences, events and projects that have already taken place will be accepted. The date of the event must have taken place no earlier than one month prior to the previous funding deadline. Even though late applications will be accepted, faculty are encouraged to make every effort to submit their request for funding well in advance of the conference, exhibition, etc., start date.

Funding

- Normally, faculty will not receive more than \$3000 funding from the Professional Development Opportunity Fund in any one fiscal year (June to May).
- Costs pertaining specifically to exhibition related materials (i.e. framing, shipping, installation etc.) may be submitted but are not guaranteed as eligible for PD reimbursement and will be judged on a case-by-case basis, to a maximum allotment of \$500.
- Membership fees for professional organizations will not be funded.
- Tuition fees for diploma and degree programs of study (undergraduate or graduate) will not be considered for funding.

Communication and Tracking of PD Funding

All faculty will be required to provide receipts and an expense form in order to be reimbursed for funds granted by the Professional Development Committee.

Purpose – see Article 21.2 and 32.2

The purpose of Professional Development is to support Faculty in their pursuit of new professional skills within their specific art and/or design discipline; to enhance their expertise and effectiveness as educators; to support and encourage their research and professional practice as scholars and/or art or design practitioners, in relation to their responsibilities at the university; and/or to assist the university in meeting its educational and institutional mandate. The purpose of Professional Development for Academic Staff is to provide them with support in their pursuit of new skills or knowledge within their specific professional discipline, in relation to their responsibilities at the university and/or to assist the university in meeting its educational and institutional mandate.

Professional Development Opportunity Fund Application Forms may be obtained from the Office of the Vice-President, Academic