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## Academic and Professional Development Fund Policy

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<b>Policy Sponsor:</b>	Provost and Vice President Academic
<b>Policy Contact:</b>	Manager, Research Services
<b>Policy Number:</b>	N/A
<b>Effective Date:</b>	May 2, 2016
<b>Approval Group:</b>	Executive Group
<b>Approval Date:</b>	May 2, 2016
<b>Review Date:</b>	Quadrennial (every four years)
<b>Procedure:</b>	<a href="#">Academic and Professional Development Fund Procedures</a>

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### **Purpose**

To delineate the process for awarding funds to Athabasca University Faculty Association (AUFA) Academic and Professional staff to support the dissemination of knowledge, including the outcomes of research and advances in pedagogical and business practices.

### **Definitions**

<b>AUFA</b>	Athabasca University Faculty Association
<b>Academic</b>	An AUFA member appointed to the rank of Academic Coordinator, Assistant Professor, Associate Professor or Professor.
<b>Fiscal Year</b>	1 April to 31 March
<b>Professional</b>	An AUFA member appointed to a professional position.
<b>Regular Appointment</b>	A position, which may be probationary or continuing for an indefinite period of time, and may be either full-time or part-time in nature.



**Term Appointment**            A position that extends for a specified period of time.

### **Policy Statements**

Athabasca University (The University) shall provide funds to AUFA Academic and Professional staff to support the dissemination of knowledge, including the outcomes of research and advances in pedagogical and business practices.

Applications shall be accepted three times per year and adjudicated by the Academic and Professional Development Fund Committee in accordance with established procedures.

University Academics and Professionals holding Regular Appointments are eligible to apply.

University Academics and Professionals holding Term Appointments are eligible to apply if the event date falls within the timeframe of their appointment.

An individual may receive no more than one award per Fiscal Year.

Funds shall not be distributed to the award recipient until an expense claim, with original receipts, and any other documents specified in the award criteria have been submitted.

Expenses that exceed the amount of the award shall be the responsibility of the applicant.

### **Applicable Legislation and Regulations**

[Terms and Conditions of Agreement between The Governors of Athabasca University \(the Board\) and Athabasca University Faculty Association \(AUFA\)](#)

### **Related References, Policies, Procedures and Forms**

[Academic and Professional Development Fund Procedures](#)

Academic and Professional Development Fund Application Form

[Expense Reimbursement Policy](#)

### **History**

Executive Group, May 2, 2016 (Approved)

The Governors of Athabasca University, March 22, 2013, Motion # 181-09 (Approved)

Executive Group, July 23, 2007 (Amended)

Executive Group, March 1, 2004 (Approved)