**VIUFA Non-Regular Professional Development Fund**

**Terms of Reference**

Following a vote by the membership at the 2017 AGM, a professional development fund for non-regular members will be established. This fund is intended to fill a need for non-regular members who are ineligible for support from other funds on campus based on workload, or were hired after deadlines for other funding.

**Membership**

The committee shall consist of the Professional Development Chair and two other VIUFA Executive members. The latter are not designated, but are asked to participate as necessary throughout the year.

The PD Chair may designate a Table Officer to act in their place during vacation absences, to ensure a quick turnaround time of applications.

**Eligible Activities**

1. Conference travel
2. Study and research to the advancement of one’s career

Grants are not intended to support:

* Institutional research
* Masters or Doctoral tuition

**Review Criteria**

Funding will be adjudicated on a rolling basis.

The granting of awards will be based primarily on the professional development merit of the proposal, with the following factors taken into consideration:

* Funds will be distributed among all VIUFA-staffed program areas with as much equity as is warranted.
* First-time applicants will receive priority over previous years’ successful applicants.

**Size of Awards**

Grants will normally be to a maximum of $800, but the Committee can award larger amounts at its discretion. The Committee may recommend partial funding, or funding at amounts lower than those requested. The size of the fund is $2000 per year.

**Administration of Funds**

In the case of travel and conference funding, receipts should be submitted to the VIUFA office within one month of the date of the conference. All receipts must be submitted with an expense claim form.