

## Professional development fund application for CUPE 3912 part-time faculty members

**A. To be completed by applicant**

Applicant name: \_\_\_\_\_

Applicant department: \_\_\_\_\_

Amount requested (to a maximum of \$900): \_\_\_\_\_

Purpose (Select all that apply):

- Pedagogical training
- Pedagogical materials and support, including but not limited to online teaching technology
- Presenting at academic conference
- Attending relevant professional development opportunities; e.g. teaching and learning workshops related to employees' duties and responsibilities
- Professional association fees
- Other academic activities (specify):

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Detailed description (attach relevant documentation):

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Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

**B. To be completed by Dean**

I confirm that:

- Employee is on precedence list
- Employee has taught a minimum of 1.0 FCEs in past 12 months

Comments:

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**Saint Mary's  
University**

**Office of the Provost and Vice-President  
Academic and Research**

923 Robie Street Halifax, NS. B3H 3C3  
Phone 902-496-8191  
Vacademic@smu.ca  
smu.ca

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\_\_\_\_\_  
Dean signature:

\_\_\_\_\_  
Date:

**C. To be completed by Provost or designate**

- Approved
- Denied (specify reasons):

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\_\_\_\_\_  
Provost Signature:

\_\_\_\_\_  
Date:

**Notes:**

1. See CA Art. 24.06 for details of this program.
2. Computing devices are provided by the University for use by faculty, staff, and students through the [Evergreen Program](#), and are not eligible for reimbursement under CA Art. 24.06.
3. This form is to be completed in addition to the standard Saint Mary's [Reimbursement Form](#).
4. In accordance with [CA](#) Art. 24.06, successful applicants will be notified in writing with a copy to the Union