



OCAD University Professional Development Funding

Faculty Expense Reimbursement

About Professional Development

As outlined in the [Memorandum of Agreement](#) (MOA) between OCAD University (OCAD U) and the Ontario College of Art & Design Faculty Association (OCADFA). 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.

Professional Development funding is provided by the University to enable faculty to pursue professional growth and upgrading. (*MOA, Article 21*)

Eligibility for Professional Development Funding

Each Continuing, Probationary and Tenured Faculty shall be entitled to be reimbursed for up to \$1,000.00 of receipted professional development expenditures for the year. This amount shall be prorated for Continuing, Probationary, and Tenured faculty who are not full-time. (*MOA, 21.4.1*)

NOTE: The claim year is the fiscal year which runs from June 1 to May 31. All expenses must be submitted prior to May 31 annually. Any expense incurred in June will be attributed to the following academic year's PD expense (effective July 1 annually).

Eligible Expenses

The [University's Travel and Expenses Reimbursement Policy](#) establishes guidelines for reimbursement of reasonable expenses incurred by OCAD University faculty and staff for business travel and other reimbursable expenses on a fair and transparent basis, providing the greatest possible flexibility. It relies on the goodwill, discretion and honesty of the faculty and staff, while at the same time allowing the University to meet its stewardship obligations as a publicly-funded institution. It also identifies expenses that are eligible for reimbursement and sets out the mechanism for the claim and reimbursement of approved travel and other expenses.

For faculty professional development fund reimbursement, expenditures must be related to each faculty member's particular Professional Practice/Research, Teaching duties (hereinafter "academic responsibilities"), and/or discipline, and included in one of the following categories:

A. Equipment and/or materials related to professional/scholarly practice (*MOA, 21.4.2.1*)

Examples include but are not limited to: Cameras, Tablets, etc. and materials such as office supplies which are aligned to each faculty member's academic responsibilities and/or discipline.

NOTE: If you are unclear if an expense falls within this category, please seek guidance from the [Office of the Vice-President, Academic & Provost](#).

B. Travel to a professionally related conference or seminar (*MOA, 21.4.2.2*)

Examples include but are not limited to: economy class air fares, trains, or bus tickets, registration fees for attending conferences, seminars, workshops.

NOTE: All travel expenses being claimed (is subject to the [University's Travel and Expenses Reimbursement Policy](#)) and must have taken place within the both current academic year and the claim deadlines outlined above. Claims cannot be submitted in advance of travel in the next fiscal year.

C. Books, magazines, computer software, scholarly journals, and technical materials or publications (*MOA, 21.4.2.3*)

NOTE: Computer software/hardware must be aligned to each faculty member's academic responsibilities and/or discipline.

D. Professional memberships and course fees (*MOA, 21.4.2.4*)

NOTE: Professional memberships and course fees must be aligned to each faculty member's academic responsibilities and/or discipline.

Reimbursement Process

In support of OCAD University's ongoing sustainability initiatives, the Office of the Vice-President, Academic & Provost would like to process all Professional Development reimbursements **through Direct Deposit**. If you have not already signed up for direct deposit for Accounts Payable, please complete the [direct deposit form](#) and submit to invoices@ocadu.ca.

Submissions

Claims and inquiries can be directed to the Office of the Vice-President, Academic and Provost at vpap@ocadu.ca

TO BE FILLED OUT BY THE FACULTY MEMBER:

Name:

Home Faculty:

Phone Number / Email:

Work Load:

Category	Rationale	Amount	Itemized Receipt Attached

I certify that this claim is in accordance with the above regulations. This claim pertains to the fiscal year ending May 31. (Please check mark box).

I confirm that I have signed up for Direct Deposit. (Please check mark box)

Date:

Signature of Claimant

TO BE FILLED OUT BY THE VPAP OFFICE

Reimburse Amount:	GL Code
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Date:

VP, Academic and Provost Signature:

TO BE FILLED OUT BY THE FINANCE OFFICE

Date:

Director of Finance: