



OCAD UNIVERSITY PROFESSIONAL DEVELOPMENT OPPORTUNITY FUND 2023-2024 *Guidelines and Process*

Purpose

The Professional Development (PD) Opportunity Fund has the specific aim to support faculty participation at conferences, exhibitions and training to continue to strengthen faculty expertise, professional practice and quality of teaching, as well as OCAD University's reputation as one of Canada's leading art and design universities. The fund will only apply to costs not otherwise covered by any other funding source (e.g. travel or accommodation costs covered by other funding or sponsors cannot be claimed from this fund).

Eligible Faculty

All faculty, including sessional faculty, are eligible to apply. Rank, workload, and previous professional development support may be taken into account when considering individual applications. Faculty may not be eligible if they have recently obtained SSHRC or other research funding.

Application Cycle

- **February 9, 2024** deadline (decisions will be made no later than **March 15, 2024** by the PD Opportunity Fund Committee)
- Applications for reimbursement must be for eligible expenses incurred within the university's **current fiscal year** (June 1, 2023, to May 31, 2024).
- **Retroactive Funding Requests:** Applications for funding of activities that have already taken place will be accepted. The event must have taken place after June 1, 2023. Faculty are encouraged to make every effort to submit their request for funding well in advance of the event start date.

Deadlines are subject to change and will be communicated annually by the Office of the Vice-President, Academic and Provost.

Funding and Eligible Expenses

Funding is available only to faculty who are participating on a panel or presenting at a conference outside of the Greater Toronto Area; presenting in an exhibition outside the Greater Toronto Area; or participating in training. Please note that tuition fees for diploma and degree programs will not be considered for funding, nor will membership fees for professional organizations.

Funds available are as follows:

- **Non-sessional faculty** applicants will be eligible for up to \$2,000. This funding is intended to supplement the existing faculty professional reimbursement, as stipulated in Article 21.4 of the Memorandum of Agreement (MOA), with the understanding that this fund has been exhausted prior to applying for the PD Opportunity Fund.
- **Sessional faculty** will be eligible for up to \$1,000.

Funding is inclusive of associated travel and accommodations expenses. Please refer to the University's [Travel, Meal and Hospitality Policy](#) for established guidelines on reimbursement of reasonable expenses incurred. Faculty are required to provide receipts and expense forms in order to be reimbursed for funds granted by the PD Opportunity Fund Committee.

PD Opportunity Fund Committee

A PD Opportunity Fund Committee will be established annually by the Vice-President, Academic and Provost who will serve as Chair. The membership composition is as follows:

- Vice-President, Academic and Provost (Chair)
- Three (3) Associate Deans, one from each Faculty -
- Three (3) Probationary, Tenured, Continuing, CLTA or Teaching-Intensive Stream faculty, one from each Faculty

Evaluation Criteria

Applications will be assessed on:

- Completeness of proposal and supporting documentation
- Relevance of proposal to applicant's teaching and practice
- Demonstrated need /availability of alternate funding sources