

PROFESSIONAL DEVELOPMENT FUND (PDF) for members of the MCGILL COURSE LECTURERS AND INSTRUCTORS UNION (MCLIU)

PURPOSE

The professional development fund, in accordance with article 19 of the Collective Agreement, is intended to support eligible employees in updating their knowledge of their field, enriching their professional skills, and developing their pedagogical abilities.

To this end, the University will make available a pool of funds equivalent to the standard rate of five course lectureships for each academic year. Such funds will be allocated to subsidize approved activities according to the terms outlined below. The pool of funds available in each of the two application cycles will be broadly equal in size, with consideration given to demand. Any unused funds from the **Summer 2 / Fall** session will be carried over to the **Winter / Summer 1** session.

ELIGIBILITY

All members of MCLIU bargaining unit whose names appears in the priority points list of a hiring unit at the time of application are eligible to request support from the PDF.

ELIGIBLE EXPENSES

Eligible expenses include, but are not strictly limited to, participation fees for professional or academic conferences or other organized events, registration or participation fees for courses or other opportunities for further training and skills development. Travel costs may be eligible where the activity does not take place in Montreal. The purchase of moveable good is not normally eligible but may be allowed where it is a necessary expense associated with an approved activity (e.g., required books or other materials for a course).

When granted, funds may be applied only to expenses identified in the employee's original application and may not be applied to an alternate activity. In the event that the proposed activity is not pursued, the funding will be cancelled.

Requests for retroactive funding through the PDF are not permitted.

APPLICATION PROCESS

Applications for support from the PDF will be reviewed twice annually.

Fall term application cycle for activities in Winter / Summer 1

This application cycle covers activities taking place between January 1st and June 30th. Applications should be submitted to the hiring unit using the **application form** during the month of November, and no later than **30 November**.

Hiring units will review applications for eligibility and relevance of the request to the employee's areas of expertise and teaching. Once approved and signed by the head of the hiring unit (e.g., the Department Chair) the applicant will submit the application form and all supporting documentation as outlined in the application form electronically to Human Resources at MCLIUprofessionaldevelopment.hr@mcgill.ca for final review no later than **10 December**.

Funding is awarded only once Human Resources has confirmed availability of funds and eligibility of the proposed activity. Employees will be informed of the outcome of their application for PDF support as soon as possible and no later than **20 December**. A confirmation email will be sent to the applicant, the department head who authorized the activity and the local HR Advisor.

Winter term application cycle for activities in Summer 2 / Fall

This application cycle covers activities between July 1st and December 31st. Applications should be submitted to the hiring unit using the **application form** during the month of March, and no later than **31 March**.

Hiring units will review applications for eligibility and relevance of the request to the employee's areas of expertise and teaching. Once approved and signed by the head of the hiring unit (e.g., the Department Chair) the applicant will submit the application form and all supporting documentation as outlined in the application form electronically to Human Resources at MCLIUprofessionaldevelopment.hr@mcgill.ca for final review no later than **15 April**.

Funding is awarded only once Human Resources has confirmed availability of funds and eligibility of the proposed activity. Employees will be informed of the outcome of their application for PDF support as soon as possible and no later than **31 May**. A confirmation email will be sent to the applicant, the department head who authorized the activity and the local HR Advisor.

Where deadlines above fall on a weekend or other holiday, the deadline will be adjusted to the following working day.

REIMBURSEMENT AMOUNT

The amount reimbursed per claim will depend on the total amount of eligible claims submitted during each application year and the amount of available funds. The amount reimbursed will be prorated based on the percentage of available funds (or reimbursement ratio). For example:

Total amount claimed: \$50 000

Available funds: \$46 500

Reimbursement ratio: $\$46\,500 / \$50\,000 * 100 = 93\%$

Each claimant will receive 93% of their total claim.

The amount reimbursed may never exceed the amount claimed. An applicant can only receive funding once per academic year.

The maximum amount that may be reimbursed is \$3000.

REIMBURSEMENT PROCESS

In all instances the disbursement of PDF support funds will be through expense reimbursement requests submitted via Minerva (separate instructions will follow). Such requests must follow the [Reimbursement of Travel and other Expenses Policy](#) and must include only those expenses that were approved through the application process.

Reimbursement requests must be submitted no later than 30 days following the conclusion of the activity for which PDF support is provided. Late submissions may be denied.