University of Victoria
Terms of Reference and Eligibility
Teaching Professor Scholarship Fund
(previously Senior Instructor and Teaching Professor Scholarship Fund)

**Purpose:** Established by the Vice President Academic and Provost, January 1, 2011, to provide financial support to Teaching Professors who seek to participate in a range of professional development activities related to the scholarship of teaching and learning including, but not limited to, attending academic conferences, engaging in research, and making scholarly presentations.

**Administration of the Fund:** A standing Joint Committee will be established comprising: two representatives appointed annually by the Vice President Academic and Provost, one of whom will normally be the Director (or Acting Director) of the Learning and Teaching Centre (LTC), and two representatives appointed annually by the Faculty Association, both of whom shall hold regular appointments as Teaching Professors at the University of Victoria (UVic). The Committee will receive and review applications for funds and will allocate funds in accordance with the criteria and procedures set out in these guidelines.

**Funding Amounts:** Each eligible applicant may hold one grant in a single fiscal year (April 1 to March 31), to a maximum of $1,500. Funding is available for up to a maximum of $1,500 if the applicant is presenting a paper, or is a panel discussant, at a professional development event. The maximum for simply attending a professional development event and for other activities is $750.

**General Guidelines:**

1. **Employment Eligibility**
   The applicant must currently hold a regular appointment as a Teaching Professor at UVic. This program does not apply to anyone with a limited term appointment.

2. **Professional Development Eligibility**
   Academic conferences, academic institutes, professional courses and workshops or seminars that address the scholarship of teaching and learning in higher education are eligible. Support for other activities related to the purpose of the fund will also be considered.

3. **Eligible Expenses – Only direct costs related to travel and attendance at the event are eligible**
   a) Travel (Note: travel to UVic is not eligible);
   b) Accommodation;
   c) Meals while attending the event, excluding alcohol;
   d) Course or conference registration fees;
   e) Professional organization membership fees associated with attendance at the event; and
   f) Material costs associated with the event (e.g., creating a conference poster).
   NOTE: Equipment purchasing costs *cannot* be considered.
4. Criteria for Selection – the committee uses the following criteria for selection
   a) Funding will have a direct positive impact on student learning at UVic. In his or her application the applicant must demonstrate how this is to be achieved (for example by establishing a direct connection between his/her teaching practice and the event to be attended);
   b) Application clearly indicates how activity will contribute towards the applicant’s professional development;
   c) Application broadly fits into the concept of scholarship of teaching and learning in the discipline;
   d) Application must be complete to be considered;
   e) Costs should be based on standard room rates and travel fares;
   f) Invitation to present/perform must be explicitly documented (for example through a letter of invitation); and
   g) Preference will be given to applicants who were not funded in the previous round.

5. Application Procedure
   a) Complete the Teaching Professor Scholarship Fund application form which is found at http://www.ltc.uvic.ca/scholarships/ltgrants.php;
   b) The application requires you to answer three questions that indicate: i) the nature of your participation in the event, ii) how the event contributes to your professional development as a Teaching Professor in your discipline, and iii) how the event/activity will translate directly into your teaching and contribute to your students’ learning (please see form);
   c) Attach relevant e-documentation for the event (e.g. conference brochure URL);
   d) Include an itemized budget (Section 3 of the form);
   e) While additional funding is not required in order to apply, you are encouraged to seek funding from other sources (e.g. your department or faculty). If you have done so, please include this in your statement;
   f) Submit your electronic application package to the LTC by the March 31 or September 30 deadline;
   g) Funding is for professional development activities occurring within the 18 months after the application deadline; and
   h) The selection committee will review all applications submitted by the deadline using the selection criteria. Applicants will be notified of the outcome of their application no more than one month after the deadline.

6. Reimbursement Procedure
   a) Within one month of the funded event, complete the Teaching Professor Scholarship Fund report form which is found at: http://www.ltc.uvic.ca/scholarships/ltgrants.php;
   b) With your report, submit an itemized Travel Expense Report which is found at: http://www.uvic.ca/vpfo/accounting/forms/index.php, with all original itemized receipts, including boarding passes for air travel along with proof of payment (copy of credit statement, if applicable), preferably in person to the Learning and Teaching Centre, HHB 126 between 9:00 AM and 4:00 PM. Please also make sure to provide your Employee Number and sign your form; and
   c) Staff at the LTC will process your request for reimbursement.
7. **Follow-up Dissemination of Findings**

Successful applicants are encouraged to share their findings with colleagues at the department or faculty level, or more broadly, e.g. through the LTC events: http://www.ltc.uvic.ca/index.php.

*These guidelines were developed through a collaborative process by the Teaching Professor Scholarship Fund Committee (a joint standing committee) with the following members in 2010-2011: Kim Hart Wensley, Mary Sanseverino/Teresa Dawson, Janni Aragon, and Richard Pickard. These guidelines will be reviewed and updated regularly to ensure they continue to meet ongoing needs.*