

SUPPORT STAFF CAREER DEVELOPMENT GRANTS TERMS OF REFERENCE

An award may be given to a member of the support staff in the Faculty of Arts who, at April 1st in a given year, has accumulated ten or more years of service or its full-time equivalent in part-time service in the Faculty of Arts.

Each award shall have a maximum value of \$1,000.00 (subject to availability of funds). Recipients will normally be expected to use their grants within the budget year they are awarded, but where there is a balance of more than \$100 on 31 March of that year, the balance can be, with the Dean's approval, carried forward for one more fiscal year.

Individuals are eligible for one grant after each ten years of service. In the event of limitations of funds, first-time recipients will receive priority in disbursement.

Career Development Awards must be used to support travel, attendance at workshops and conferences, training and education, equipment, or other purposes of relevance to the work of the applicant in the Faculty. Where equipment or software is purchased, the Dean's specific authorization is required and that equipment or software will remain the property of the University. The recipient must ensure that the equipment is properly entered into the Faculty's equipment inventory.

In order to receive their award, eligible support staff should submit to the Dean a letter of recognition from their unit head and at least two other active members of the Faculty of Arts. Application for funding of the award should be received in the Dean's office at least one month before its intended use, and be supported by a detailed description of the purpose for which the funding will be used. Recipients should submit a brief report to the Dean following the conclusion of the activities supported by the grant, that report to be received by the Dean within three months of the conclusion of those activities. It should be noted in particular that retroactive requests for funding will not be approved.

Disbursement of funds must be arranged through the usual procedures of the Arts Budget Office.