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Faculty Association of
the University of Waterloo

Professional Development Policy

This is a Class O Policy

Purpose

The purpose of this policy is to establish a formal framework governing the professional development provided by FAUW to its Board of Directors, Standing Committee Chairs, Negotiating Teams, and FAUW staff. It also ensures that professional development is consistent with the objectives and goals of the Association as a whole.

This policy ensures that professional development is provided in a manner consistent with FAUW's values and policies while supporting the FAUW Board of Directors and staff in their roles.

Pre-Approved Professional Development

The following activities are pre-approved annually. All related expenses are covered by FAUW as per the Travel and Expense Policy. The annual FAUW budget will reflect these pre-approved, in person, professional development sessions.

President

- CAUT Council Meetings (2 per calendar year)
- CAUT Parliament Hill Day
- CAUT President's Forum
- OCUFA Advocacy Day
- OCUFA Board of Directors Meetings (3 per calendar year)

Board of Directors

- A Professional Development session will be scheduled at the Board at the Retreat every other year

AFMS Chair

- CAUT Grievance Handling Forum
- OCUFA Grievance Committee (up to 3 per fiscal)
- OCUFA Grievance Training



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Compensation Strategy Committee

- OCUFA Bargaining Stronger Together – up to two members to attend when offered

Equity Committee Chair

- OCUFA Equity and Social Justice Committee annual meeting

Negotiators

- All members on negotiation teams are to attend the annual CAUT Collective Bargaining Training
- Negotiation Team members will receive training under the 2026 Negotiation Strategy (TBA)

Executive Manager

- CAUT Council Meetings (2 per calendar year)
- CAUT Parliament Hill Day
- COFAS Conference
- OCUFA Advocacy Day
- OCUFA Board of Directors Meetings (3 per calendar year)
- OCUFA Executive Director/Senior Staff Conference
- OCUFA Staff Conference (biennially)

Administrative Assistant

- COFAS Conference
- OCUFA Staff Conference (biennially)

Academic Freedom and Tenure Policy Officer

- CAUT Grievance Handling Forum
- COFAS Conference
- OCUFA Grievance Committee (generally 3 per fiscal)
- OCUFA Grievance Training
- OCUFA Staff Conference (biennially)



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Communications and Membership Services Officer

- COFAS Conference or CALM Conference (one of)
- OCUFA Staff Conference (biennially)

A LAAUW Representative

- CAUT Librarians and Archivists Conference

Additional Professional Development

If the Professional Development budget per category is expected to surpass the allocated budget by less than \$1,500, the overage requires approval by the Treasurer/President. If the expectation is that the budget will be surpassed by more than \$1,500 the proposal shall be brought to the Board of Directors for approval.

Approved by the FAUW Board of Directors September 3, 2026

Policy Version Control

Approval Date	Summary of Changes	Approving Body
September 3, 2026	New Policy	FAUW Board of Directors