



Additional Professional Development Fund

Academic Operations Manual

Approving Authority: SJU Senate Council

Established: January 22, 2015

Date of Last Review/Revision: May 23, 2025, replaces November 23, 2018

Office of Accountability: Vice President Academic and Dean

1 Introduction

Per the Collective Agreement (Full-time Unit), the Committee on Research and Scholarship manages an annual budget, a portion of which is allocated to the Additional Professional Development Fund (APDF).

2 Policy Statement

This policy provides parameters to govern the APDF application process and applies to all decisions made by the Committee on Research and Scholarship regarding the APDF.

3 Scope

All full-time academic staff who have exhausted or anticipate exhausting their available Professional Development (PD) allowance, including carry-over, are eligible to apply for additional PD support based on criteria established by the Senate Council of St. Jerome's University in accordance with the terms of the Collective Agreement (Full-time Unit).

4 Procedures

The Committee on Research and Scholarship shall follow the procedures below in adjudicating APDF applications.

- 4.1 Academic staff members must complete the APDF Application Form (Appendix A) and submit it to the Vice President Academic and Dean normally by 1 October.
- 4.2 The Committee shall adjudicate all applications to the APDF and Aid to Scholarly Publications Fund first, followed by the Faculty Research Grant, and then the Faculty Research Release Pool. The Committee retains the discretion to adjust APDF budgets, to allocate partial or full funding, to accept conditionally applications with pending preconditions or other formalities, and to deny funding with reasons

(reasons include lack of funds, incomplete or unclear applications, lack of supporting evidence, request is ineligible for funding).

- 4.3 There is no individual cap set on APDF per applicant. The Committee shall consider each application in relation to the Professional Development Plan (PDP) policy. The Committee shall also consider each application in relation to others it has received. The Committee shall normally prioritize applications for travel to conferences at which the applicant is participating formally.
- 4.4 Academic staff members who apply for APDF may request reimbursement for costs already incurred and/or a budget allocation for anticipated expenses within the same fiscal year.
- 4.5 In cases where the Committee feels there are unanswered questions, the Chair may contact an applicant to request additional information or clarification prior to the Committee making a final decision.

APPENDIX A: APDF Application Form (downloadable Word file)