

PURPOSE

The professional development fund, in accordance with article 19 of the Collective Agreement, is intended to support eligible employees in updating their knowledge. Such funds will be allocated to subsidize approved activities listed below. The pool of funds available in each of the two

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 approved activities (e.g., limited to, part 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