

MEMORANDUM OF AGREEMENT  
BETWEEN  
QUEEN'S UNIVERSITY  
AND  
QUEEN'S UNIVERSITY FACULTY ASSOCIATION

Re: Fund for Scholarly and Professional Development (Sessional Adjuncts)

The Parties agree that the attached Application Form will be used for the 2007/2008  
Fiscal Year.

DATED this 27<sup>th</sup> day of June 2007 at Kingston.

  
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Jim Vair  
JCAA Co-Chair, University

  
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Richard Linley  
JCAA Co-Chair, QUFA

Queen's University and  
Queen's University Faculty Association

FUND FOR SCHOLARLY AND PROFESSIONAL DEVELOPMENT  
(SESSIONAL ADJUNCTS)  
APPLICATION FORM – 2007/2008

Article 28.3.6 and 28.3.7 of the Sessional Adjunct Collective Agreement (June 19, 2006 – April 30, 2008) state:

*A fund of fifty-five thousand dollars (\$55,000) per annum, to be known as the "Fund for Scholarly and Professional Development (Sessional Adjuncts)" shall be established. The fund will provide support in the form of a grant (provided through a research/professional development account) for research, scholarship, creative work and/or professional development undertaken by eligible Members for the purpose of enhancing the Member's teaching. Members shall be eligible to apply for support from the Fund. The Fund shall be disbursed by a joint University-QUFA committee on the basis of submission of a proposal from the Member, outlining the Member's plan for research, scholarship, creative work and/or professional development. Competitions shall be held three times per academic year, with proposals submitted by mid-June, mid-October and mid-February. The maximum annual award to a Member shall be two thousand five hundred dollars (\$2,500). Unspent money in the Fund in any fiscal year shall carry forward for disbursement in the subsequent fiscal year.*

***Post-Doctoral Fellows are not eligible to apply to the Fund set out in Article 23.3.6 while teaching as part of an appointment as a Post-Doctoral Fellow at Queen's University.***

**Funding Timelines:**

The Parties have agreed that funds must be used by the relevant date shown below.

<i>Period</i>	<i>Application Deadline</i>	<i>Funds to be used by</i>
Spring/Summer Session	May 28 <sup>th</sup> , 2007	April 30 <sup>th</sup> , 2008
Fall Term, Fall-Winter Session	October 1 <sup>st</sup> , 2007	August 31 <sup>st</sup> , 2008
Winter Term, Fall-Winter Session	January 31 <sup>st</sup> , 2008	December 31 <sup>st</sup> , 2008

### Application Guidelines:

Members are required to complete this form and submit a curriculum vitae and research proposal. Applicants will be notified of the committee's decision within one month of the application deadline. In preparing their proposals, applicants should ensure that the following points are addressed:

- The curriculum vitae should be prepared to the normal standards of the applicant's discipline, including details of previous research, scholarship, creative work and/or professional development.
- Applicants should provide a brief description of research, scholarship, creative work and/or professional development project(s) being undertaken or planned. There should be a clear statement of the objectives of the project(s), bearing in mind that there may be no person on the sub-committee from the individual's discipline.
- During the last negotiations, the phrase "for the purpose of enhancing the Member's teaching" was added to Article 28.3.6. This means that Members need to address explicitly the connection to teaching.
- Please note that any research involving human subjects must receive ethics approval of the appropriate Research Ethics Board prior to the start of the project. See <http://www.queensu.ca/vpr/greb/grebinfo1.htm>. Applicants must confirm that such approval has been received or will be sought prior to the start of the project.
- If the proposal is building on research previously supported by this fund, applicants must include in the proposal a statement on how the previously awarded funds were used.
- Applicants should include an approximate breakdown of the intended use of the funds according to the following list of potential uses (note: this list is not exhaustive): travel and subsistence, research costs, supplies, equipment, conference fees, publication fees, other.
- Information concerning other sources of funding sought or received for the proposed project(s) should be provided
- Members may submit more than one application in a given year (May 1 – April 30), but the maximum annual award to a Member is \$2,500.

Applicants should use the attached cover sheet for their project submissions.

Applications should be submitted to:  
Office of the Vice-Principal (Academic)  
Room 120, Dunning Hall  
Attention: Jackie Cleary

APPLICATION TO THE  
FUND FOR SCHOLARLY AND PROFESSIONAL DEVELOPMENT  
(SESSIONAL ADJUNCTS) – 2007/2008

Member Name \_\_\_\_\_  
Surname Given Name

Member E-mail Address \_\_\_\_\_

Employee Number \_\_\_\_\_

Academic Unit (Faculty/Department) \_\_\_\_\_

Course(s) being taught during: the applicable term or session \_\_\_\_\_

\_\_\_\_\_  
*(Please note that you must hold a current appointment as a Sessional Adjunct at the time of application to be eligible to apply for the fund.)*

Total Amount Requested: \_\_\_\_\_

In the event that full funding is not available, would partial funding assist you in proceeding with the proposed activities?  Yes  No

I hereby apply for the 2007-2008 Fund for Scholarly and Professional Development under the terms and conditions of Article 28.3.6 and 28.3.7 of the Sessional Adjunct Collective Agreement (June 19, 2006 – April 30, 2008).

I have enclosed:

- CV
- a brief description of research, scholarship, creative work and/or professional development project(s) being undertaken or planned (including a clear statement of the objectives)
- address explicitly the connection to teaching
- an approximate breakdown of the intended use of the funds
- any other pertinent information as listed in the Application Guidelines

\_\_\_\_\_  
Member Signature Date