

PROFESSIONAL DEVELOPMENT FUND (PDF) for members of the MCGILL COURSE LECTURERS AND INSTRUCTORS UNION (MCLIU) (In accordance with article 19 of the Collective Agreement)

APPLICANT INFORMATION

SURNAME _____ FIRST NAME(S) _____

CURRENT HIRING UNIT & FACULTY _____

MOST RECENT COURSE(S) TAUGHT

Subject code and title _____

Term / Year _____

MCGILL EMAIL ADDRESS _____@mcgill.ca

SIGNATURE _____ MCGILL ID _____

PROPOSED PROFESSIONAL DEVELOPMENT ACTIVITY

Please describe the activity for which you are requesting financial support, including its relevance to your professional expertise and teaching skills. If you are proposing to attend a conference or other organized event or activity for which a website is available, please include a link below.

NAME OF ACTIVITY _____

DATE(S) of ACTIVITY _____

DESCRIPTION

Link to event/activity website, if applicable: _____

ASSOCIATED EXPENSES

Please provide an itemized list of anticipated expenses associated with the proposed activity for which you are requesting financial support. Where precise costs may not yet be known, provide the best estimate available.

Total amount requested _____

SUPPORT OF DEPARTMENT CHAIR OR EQUIVALENT of Hiring Unit indicated above

NAME _____

TITLE _____

I have reviewed this request and agree that the proposed activity would further the applicant's professional development with respect to their role as a Course Lecturer and improve the services provided to students at McGill University

SIGNATURE _____

SUBMISSION

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 for PDF support as soon as possible and no later than 20 December. A confirmation email will be sent to the applicant, the department head who authorized the activity and the local HR Advisor.