

Hello all Capilano University Faculty:

The Faculty PD Committee invites interested regular and non-regular faculty members to apply for Professional Development Funding for activities taking place from **Fall 2018 until March 31, 2019**. The application deadline is **Sunday, November 5, 2018**.

Professional Development (PD) funds are allocated for *reimbursement* of expenses incurred by faculty members for activities, projects, training, or research that will enhance and improve teaching at Capilano University.

The maximum allowable funding is **\$2500 per faculty** member. We will provide funding for as many proposals as possible within the limits of our budget.

Another call for proposals will go out in March for activities taking place April 1, 2019 or later. Please see attached PD Proposal Application form for further details.

The proposal form is to be **completed electronically**, saved, and emailed to facultypd@capilanou.ca. Paper copies will not be accepted.

To see examples of eligible expenses, check out the **Faculty Professional Development Moodle site**

Password = teach

How to Apply for PD Funding Reimbursement

1. Review the PD Proposal Application form carefully
2. Email the completed PD Proposal Application form to facultypd@capilanou.ca
3. Application receipt will be acknowledged via email.
4. Successful applicants must pay upfront for their eligible PD activity.
5. In order to receive reimbursement, recipients of Faculty PD funding must submit within **60 days of the PD activity**, a summary of expenses, including original receipts (e.g., boarding passes and hotel receipts), and a brief written report. The written report should include an evaluation of the project or activity and will be uploaded to the Faculty PD Moodle site.
6. Expenses will not be reimbursed until the expense form, receipts, documentation, and written report are received. Incomplete forms will delay

processing and may result in non-reimbursement of funds.

If you have any questions regarding the funding and/or forms please contact Colin Gilker, Interim Chair Faculty PD Committee, at faculty@capilano.ca or cgilker@capilano.ca.

All the best with the excellent and valuable work faculty do at Capilano University,
your PD Committee.