



**Professional/Pedagogical Development Support Fund (PPF) for Teaching Stream Faculty at UTSC
Office of the Vice Principal Academic & Dean**

****Access funding by contacting Departmental Business Officers by September 30, 2021****

Preamble

The University of Toronto Scarborough has a thriving cadre of outstanding faculty in the Teaching Stream. As recognized in the UTSC Guidelines for the Assessment of Effectiveness of Teaching¹, “Faculty members in the Teaching Stream are engaged in a career that combines high levels of expertise in their field with a focus on excellence in teaching.” Moreover, the establishment of the full range of ranks in the Teaching Stream (Assistant Professor Teaching Stream, Associate Professor Teaching Stream, and Professor Teaching Stream) “indicates the importance of these contributions to the high standards of the University, and provides the framework through which a scholarly approach to teaching excellence and innovation is mandated, supported, and recognized².”

In April 2018, the Office of the Dean established a Fund to support Professional or Pedagogical Development by continuing track Teaching Stream faculty of all ranks at UTSC. Each full-time, continuing track Teaching Stream faculty member will receive up to \$1,000/academic year (i.e. from July 1 to June 30) to support activities related to Professional/ Pedagogical Development as specified in the list of eligible expenses below. Beginning 2021-22, part-time continuing appointments are eligible to receive up to \$1,000 per academic year, pro-rated based on their percentage appointment. Units that already provide support to their teaching-stream faculty may adjust their procedures in view of this new fund; if so, such adjustments should be announced by the Unit Head.

For the 2021-22 academic year, funds will be provided to support Professional or Pedagogical Development activities that have or will take place between 1 July 2021 and 30 June 2022. To access this funding, faculty must contact the Business Officer of their Department by September 30, 2021 with a confirmation of PPF funds spent in the past year.

Eligible Expenses

Expenses related to the following activities are eligible expenses for this fund:

- Participation in or contributions to workshops, seminars and other development opportunities including online offerings (within the University or external to the University) aimed at pedagogical development;
- Pedagogical research supporting contributions to the pedagogical literature, workshops or other pedagogical development opportunities;
- Discipline-based scholarship in relation to, or relevant to, the field in which the faculty member teaches;
- Participation at and contributions to academic conferences where sessions on pedagogical research and technique are prominent;
- The ongoing pursuit of further academic or professional qualifications and/or discipline-based scholarship or techniques relevant to the field in which the faculty member teaches; and
- Professional or creative work that allows the candidate to maintain a mastery of their subject area, examples include engagement with professional organizations associated with the candidate’s area of expertise.

¹ [Guidelines for the Assessment of Effectiveness of Teaching, UTSC 2018](#)

² [PPAA 2015: Policy & Procedures Governing Promotion in the Teaching Stream](#)

Materials intended primarily to support teaching in a particular course are NOT eligible expenses for this fund. Computer equipment or related digital technologies that will directly support Professional or Pedagogical Development activities may be purchased with the approval of the Vice-Dean Faculty Affairs, Equity, and Success.

Faculty members with queries about eligible expenses not included here are advised to contact their Chair or Director for clarification.

Process

1. On an annual basis, part-time and full-time, continuing track teaching stream faculty members may contact the Business Officer in their Department to request funds. The deadline for the 2021-22 academic year is September 30, 2021.
2. Once processed, funds will be deposited directly into the faculty member's account.
3. Each year, departments will be required to provide the Dean's Office with a summary of the status of funds for each continuing track Teaching Stream faculty member.
4. Each year, funds can be topped up to \$1,000 for full-time faculty, with the exception of point 5, below. For part-time faculty with continuing appointment, the amount of funding will be pro-rated based on the percentage appointment at UTSC.
5. If the support required for the planned activity exceeds \$1000 (or appropriately pro-rated amount), teaching stream faculty may apply to the Vice-Dean Faculty Affairs, Equity, and Success for supplemental funds; applications should include a brief rationale (maximum 250 words) and spending plan (including timeline). If approved by the Dean's office, faculty will receive one-time funding to support the planned activity in the designated year. Please note that the availability of supplemental funds is limited. The deadline for requests of supplemental funding is September 30, 2021.

Reporting

Teaching stream faculty who use this fund must identify any activities supported by the fund in their Annual Activity report.