



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

Access funding by contacting Departmental Business Officers by November 30, 2022

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.” The PPF was established by the Office of the Vice-Principal Academic & Dean in 2018 to support Professional or Pedagogical Development by continuing track Teaching Stream faculty of all ranks at U of T Scarborough.

As part of their ongoing work in 2022, the Teaching Stream Working Group (TSWG) has recommended that the Vice-Dean Faculty Affairs, Equity & Success (VDFAES) review internal funding sources and reimagine support for pre-continuing status faculty. A complete report of TSWG findings will be available this spring, and it is anticipated that new internal funding will be put in place for the 2023-24 academic year per their recommendations. The VDFAES expects that **this is the last year that the PPF fund will be offered**, and that it will be replaced with other mechanisms of comparable amounts beginning in the **2023-24 academic year**.

For the 2022-23 academic year, each U of T Scarborough full-time and part-time, continuing track Teaching Stream faculty member is eligible to receive up to \$1,000, pro-rated based on percentage appointment, to support Professional or Pedagogical Development activities that have or will take place between 1 July 2022 and 30 June 2023. A list of eligible expenses is included below. Units that already provide support to their teaching-stream faculty may adjust their procedures in view of this fund; if so, such adjustments should be announced by the Unit Head. **To access this funding, faculty must contact the Business Officer of their Department by 30 November 2022** 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 pedagogical literature, workshops, or other pedagogical development opportunities (may include salary expenses that directly support research)
- 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.

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 & Success. Send requests for approval to Eileen Egan-Lee, Faculty Development Administrator deanhr@utsc.utoronto.ca.

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

Process

1. 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 2022-23 academic year is **30 November 2022**
2. If there are expenses incurred for the period, top-up funds will be deposited directly into the faculty member's account, bringing the balance up to a maximum of \$1,000.
3. Departments will be required to provide the Office of the Vice-Principal Academic & Dean with a summary of the status of funds for each continuing track Teaching Stream faculty member.
4. Funds can be topped up to \$1,000 for full-time faculty. For part-time faculty with continuing appointments, the amount of funding will be pro-rated based on the percentage appointment at U of T Scarborough.



5. Once processed, funds will be deposited directly into the faculty member's account.
6. Departments will be required to provide the Office of the Vice-Principal Academic & Dean with a summary of the status of funds for each continuing track Teaching Stream faculty member.

Reporting

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

The expenses that can be reported should be posted in our Financial Systems from 1 July to 30 June of each year. To ensure proper reporting of expenses, please submit all receipts and back up documentation to your Financial contact on a timely basis.

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

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