



**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 January 31, 2019

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 – June 30) to support activities related to Professional/ Pedagogical development as specified in the list of eligible expenses below. 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 2018-19 academic year, funds will be provided to support Professional or Pedagogical development activities that have or will take place between 1 July 2018 and 30 June 2019. To access this funding, faculty must contact the Business Officer of their Department by January 31, 2019 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 (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;
- 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.

The following are NOT eligible expenses for this fund:

- Computer equipment or related digital technologies
- Materials intended primarily to support teaching in a particular course

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, full-time, continuing track teaching stream faculty members may contact the Business Officer in their Department to request funds. The deadline for the 2018/19 academic year is January 31, 2019.
2. Once processed, funds will be deposited directly into the PI 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, with the exception of point 5, below.
5. If Teaching stream faculty members wish to save funds over more than one year for an eligible purpose, they may apply to their Unit Head for permission to do this along with a spending plan for the funds. If this is supported by their Unit Head and approved by the Dean's office, they will receive \$1,000 per year until the planned activity is concluded.

Reporting

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