



Representing, Organizing & Activating Contract Faculty, Teaching Assistants, Graduate Assistants & Research Assistants @York University, Toronto, Canada.

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Canadian Union of Public Employees/Syndicat Canadien de la Fonction Publique  
Local/Section Locale 3903

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## Teaching Development Grants Overview

### PURPOSE OF THE FUND

The Teaching Development Fund has been established for the purpose of assisting contract faculty members to develop a new program of study, new courses, teaching materials, and teaching skills, or any combination thereof.

Two types of grants are available through this Fund: *Major Teaching Development Grants* and *Minor Teaching Development Grants*.

### CRITERIA FOR SELECTION

Teaching Development Grants are awarded on the academic merit of the proposal.

Preference will be given to projects whose results are applicable beyond the individual.

While Teaching Development projects may include a research component, the Teaching Development Fund is not intended for projects that are primarily research based. Funding for such projects is available from the CUPE Research Grants Fund, details of which are available from the Office of Research.

### APPLICATION AND SELECTION PROCEDURE

1. Applications for both Major and Minor Teaching Development Grants should include the following documentation:
  - i) a completed and signed **application form**
  - ii) a **detailed project description**
  - iii) a **current curriculum vitae**
  - iv) **letters from two referees** familiar with your work and/or can evaluate your proposal.
  - v) your work history
2. The required documents must be submitted electronically to the Teaching Commons using this MACH form: <https://teachingcommonsforms.apps01.yorku.ca/forms/view.php?id=949351>. Letters from the two referees can be attached to the proposal or be sent under separate cover to [teaching@yorku.ca](mailto:teaching@yorku.ca) by February 1<sup>st</sup>.
3. Grants are assessed by a Selection Committee consisting of two members of CUPE 3903, one full-time faculty member, and the Associate Vice-President (Teaching and Learning) or designate.

For more information contact CUPE 3903



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## ***MAJOR Teaching Development Grant***

### **ELIGIBILITY**

Major Teaching Development Grants are available to Unit 2 members only. Priority will be given to contract faculty not employed full-time outside the Bargaining Unit.

To be eligible for this grant, employees must be in the bargaining unit or have been in the bargaining unit within the ten months preceding the application deadline, and they must have held at least one Type 1 or equivalent position(s), (or accrued applicable prior experience of one Type 1 position or equivalent positions under the leave provisions of 15.15) in each of the two twelve month periods ending 31 August preceding the application date.

### **TERMS OF THE GRANT**

Two awards, each equivalent to the Course Director salary, may be made each year. Normally, no more than one grant will be awarded to an applicant in any year.

Successful applicants will receive one Type 1 applicable prior experience credit and will designate a position previously held to which she/he wishes the prior experience to be attributed.

Should a 'Cap Exempt' employee receive a Major Teaching Development Grant, she/he will abide by the Cap on positions as set forth in Article 12.03.1(v) and (vi) during the academic year in which the grant is held.

A brief report on the results of the project/program must be submitted to CUPE 3903 via the Teaching Commons at [teaching@yorku.ca](mailto:teaching@yorku.ca) no later than one year after the termination of the award.

## ***MINOR Teaching Development Grant***

### **ELIGIBILITY**

Minor Teaching Development Grants are available to Unit 2 members only.

### **TERMS OF THE GRANT**

Five awards of \$3,000 each may be made each year. Normally, no more than one Minor grant will be awarded to an applicant in any year.

A brief report on the results of the project/program must be submitted to CUPE 3903 via the Teaching Commons at [teaching@yorku.ca](mailto:teaching@yorku.ca) no later than one year after the termination of the award no later than one year after the termination of the award.

### **IMPORTANT NOTE**

*Applicants wishing an unsuccessful Major project to be considered for Minor grant funding must submit a separate Minor grant proposal.*



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## ***MAJOR Teaching Development Grant***

### **Application Form**

#### **PERSONAL INFORMATION**

Faculty/Department/Division

Name of Applicant:

Phone:

Email:

#### **PROJECT SUMMARY**

Title of Project:

Proposed Beginning & End of Grant Period:

#### **CONFIRMATION OF STATUS**

Are you currently a member of CUPE Unit 2?      Yes      No

Are you currently employed full-time outside the Bargaining unit? Please list all current  
employment outside of the bargaining unit.      Yes      No

Signature of Applicant:

Date:



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## ***MAJOR Teaching Development Grant***

### **Application Form continued**

#### **PROJECT DESCRIPTION**

On a separate sheet, please provide a brief account in which you:

1. Describe the project or curricular/program initiative, its objectives and methods. Keep in mind that Committee members will not be experts in your area of interest. It is the applicant's responsibility to clearly explain all aspects of the project in order that the Committee can make an informed decision.
2. Explain how the grant would benefit you and/or your Department/Division/Faculty. Precisely how will the results be shared and how will they enhance the process of teaching and learning at York?
3. Outline the percentage of funding to cover stipend and expenses. Please note that expenses are limited to 50% of total funding.

Please note: **New course development proposals** will list and describe the relationship of other similar courses offered on campus to the proposed course.

#### **WORK HISTORY**

On a separate sheet, please list all positions held as a member of CUPE 3903 in the last three years. Your work history is available from [York University's HR Self-Serve site](#).



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## ***MINOR Teaching Development Grant***

### **Application Form**

#### **PERSONAL INFORMATION**

Name of Applicant:

Faculty/Department/Division:

Phone:

Email:

#### **PROJECT SUMMARY**

Title of Project:

Proposed Beginning & End of Grant Period:

#### **CONFIRMATION of STATUS**

Are you currently a member of CUPE Unit 2?      Yes    No

Are you currently employed full-time outside the Bargaining unit? Please list all current  
employment outside of the bargaining unit.      Yes    No

Signature of Applicant:

Date



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## ***MINOR Teaching Development Grant***

### **Application Form continued**

#### **PROJECT DESCRIPTION**

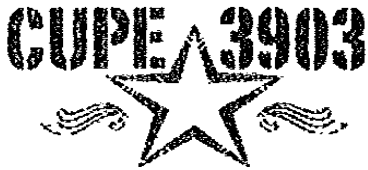
On a separate sheet, please provide a brief account in which you:

1. Describe the project or curricular/program initiative, its objectives and methods. Keep in mind that Committee members will not be experts in your area of interest. It is the applicant's responsibility to clearly explain all aspects of the project in order that the Committee can make an informed decision.
2. Explain how the grant would benefit you and/or your Department/Division/Faculty. Precisely how will the results be shared and how will they enhance the process of teaching and learning at York?

Please note: **New course development proposals** will list and describe the relationship of other similar courses offered on campus to the proposed course.

#### **WORK HISTORY**

On a separate sheet, please list all positions held as a member of CUPE 3903 in the last three years. Your work history is available from [York University's HR Self-Serve site](#).



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## Teaching Development Fund – Equity Questionnaire

**Article 15.18 contains the following provision: “Of the ranked applications otherwise assessed as meriting an award, a minimum of 1/3 of the awards will be made to applicants who self-identify as a member of one or more of the designated employment equity categories.”**

**Please fill out the equity questionnaire below if you wish to be considered under the equity provision of Art. 15.18.**

**Employee Number** \_\_\_\_\_

I choose not to identify

Racialized  
(Visible Minorities)

Persons with Disabilities

Indigenous Persons  
(First Nation, Inuit or Métis)

Women

\*2SLGBTQ2+

\* 2SLGBTQ2+ includes persons who identify as gay, lesbian, bisexual, two-spirited, queer, trans, genderqueer, questioning, or who otherwise express gender or sexual diversity. Trans includes, for example trans, transgender, transsexual, gender queer, two-spirit, transwoman, transman.



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## CUPE 3903 Teaching Development Fund

### Checklist for Applicant's Use

Your completed application package for both Major and Minor Teaching Development

1. A completed and signed application form
2. A detailed project description
3. A current curriculum vitae
4. Two letters from referees familiar with your work and/or who can evaluate your proposal. These letters can be attached to the proposal, or can be sent to the Committee under separate cover at [teaching@yorku.ca](mailto:teaching@yorku.ca). These letters must be submitted by the application deadline.
5. A work history
6. Equity form if you wish to be considered under the equity provisions of Art. 15.18.

**All material must be submitted to:** CUPE 3903 via the York Teaching Commons using this MACH form: <https://teachingcommonsforms.apps01.yorku.ca/forms/view.php?id=949351>

**DEADLINE** for submission: **February 1**