



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

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

CUPE 3903 Teaching Development Grants

Checklist for Applicant's Use

Your completed application package for both Major and Minor Teaching Development Grants must include five copies of each of the following documentation:

1. A completed and signed **application form**;
2. A detailed **project description**;
3. A current **curriculum vitae**; and
4. **Two letters** from referees familiar with your work and/or can evaluate your proposal. These letters can be attached to the proposal, or can be sent to the Committee under separate cover. These letters must be submitted by the application deadline.

All material must be submitted to:
York Teaching Commons, 1050 TEL Building

DEADLINE for submission: February 1



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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, teaching materials, 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 basis of the pedagogic 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 Administration.

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**; and iv) **letters from two referees** familiar with your work and/or can evaluate your proposal.

2. **Five copies** of the required documents must be submitted to the Teaching Commons 1050 TEL Building, by Feb 1.

3. Grants are assessed by a Selection Committee consisting of two members of CUPE 3903, one full-time faculty member, and the Director of the Teaching Commons or designate.

For more information, contact:
CUPE 3903
2050 TEL Building/416.736.5154
cupe3903office@gmail.com



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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 (TEL 2050) 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 \$2,500 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 (TEL 2050) 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

Your completed application will comprise five copies of the following items: 1. Completed application form (see below). 2. project description. 3. current curriculum vitae. 4. letters from two referees.

Application Form

PERSONAL INFORMATION

Faculty/Department/Division:

Name of Applicant:

Campus Address and Phone:

PROJECT SUMMARY

Title of Project:

Proposed *Beginning & End* of Grant Period:

CONFIRMATION OF STATUS

Are you currently a member of CUPE Unit 2? _____

Are you currently employed full-time outside the Bargaining unit? Please list all current employment outside of the bargaining unit: _____

Signature of Applicant:

Date:

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.



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Major Teaching Development Grant Application form continued

WORK HISTORY

On a separate sheet, please list all positions held as a member of CUPE 3903 in the last three years. Please ensure that the following information is included for each entry:

1. Position title (e.g., Course Director, Tutor 1, etc.)
2. Department/Division (e.g., Arts, Atkinson, etc.)
3. Course number, title, credits, & sessional length
4. Session (e.g., S2001, FW 2002-2003)
5. Appointment Status (e.g., Unit 1, Unit 2)
6. Experience Count (e.g., 2 Type 2, 1 Type 1)

Please use the following scale to indicate "Experience Count":

Type 1:

Course Director Team Lecturer Writing
Instructor Tutor 5 (1000 Level College Course
Leader)

Type 2:

Tutor 1 (Tutorial Leader) Tutor 2
(Demonstrator 3 Lab Hrs/Wk) Tutor 6
(Studio Instructor) Instructor (Faculty
of Education) Music Tutor

Type 3:

Tutor 3 (Marker/Grader)
Tutor 4 (Individual Tutor)
Computer Centre Advisor
Coach (Fine Arts)

***NOTE: For more information on experience equivalences,
please consult Article 12.04 of your Collective Agreement***



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MINOR Teaching Development Grant

Your completed application will comprise five copies of the following items: 1. Completed application form (see below). 2. Project description. 3. Current curriculum vitae. 4. Letters from two referees.

Application Form

PERSONAL INFORMATION

Name of Applicant:

Faculty/Department/Division:

Campus Address and Phone:

PROJECT SUMMARY

Title of Project:

Proposed *Beginning & End* of Grant Period:

CONFIRMATION OF STATUS

Are you currently a member of CUPE Unit 2? _____

Are you currently employed full-time outside the Bargaining unit? Please list all current employment outside of the bargaining unit? _____

Signature of Applicant:

Date:

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.



MINOR Teaching Development Grant Application form continued

WORK HISTORY

On a separate sheet, please list all of positions held as a member of CUPE 3903 in the last three years.
Please ensure that the following information is included for each entry:

7. Position title (e.g., Course Director, Tutor 1, etc.)
8. Department/Division (e.g., Arts, Atkinson, etc.)
9. Course number, title, credits, & sessional length
10. Session (e.g., S2001, FW 2002-2003)
11. Appointment Status (e.g., Unit 1, Unit 2)
12. Experience Count (e.g., 2 Type 2, 1 Type 1)

Please use the following scale to indicate "Experience Count":

Type1:

Course Director Team Lecturer Writing
Instructor Tutor 5 (1000 Level College Course
Leader)

Type2:

Tutor 1 (Tutorial Leader) Tutor 2
(Demonstrator 3 Lab Hrs/Wk) Tutor 6
(Studio Instructor) Instructor (Faculty
of Education) Music Tutor

Type3:

Tutor 3 (Marker/Grader)
Tutor 4 (Individual Tutor)
Computer Centre Advisor
Coach (Fine Arts)

NOTE

***For more information on experience equivalences, please
consult Article 12.04 of your Collective Agreement***