Contract Instructor Professional Development Fund: FAQ

FAQ	PDF 1 – Teaching-Related Expenses	PDF 2 – Professional Development Expenses
What is it?	A fund to support teaching-related expenses which are not covered by the University.	A fund to support professional development expenses relevant to the CI's profession / discipline(s).
Who's eligible?	Any CI who has a contract in the current academic year (Sept 1 - Aug 31) to be eligible.	Any CI who has held a contract or held at least one seniority-accruing Union position in the last 24 months.
What expenses are eligible to claim?	Expenses rationally connected to the CI's responsibilities and duties as an instructor. The item purchased must be something that the University isn't already required to provide. Sample eligible equipment and materials: laptop or computer, tablet / iPad, smartphone, webcam, headphones, printer, keyboard, books, journals etc. The expense must be claimed within 24 months of being incurred.	Expenses rationally connected to the profession/discipline(s) in which the CI is professionally engaged at the University, or connected to the subject of teaching/pedagogy more broadly. Sample eligible expenses: conference/webinar fees, association membership, expenses related to traveling to a conference, publication costs etc. The expense must be claimed within 24 months of being incurred.
What's the annual limit?	You may claim a maximum of $1,100 per academic year (combined across both funds). This benefit does not accrue or roll over from year to year.	
When are applications due?	Three times a year: October 15, February 15, June 15	
When are decisions made and funds transmitted?	Three times a year: November 15, March 15, and July 15	
What's the application process?	Complete the Google Form found on our website. You must include original receipts and a rationale for the expense.	
What if I don't have a google account?	If you cannot access the google form you may submit a fillable PDF version of the form to vp.unit2@cupe4600.ca along with relevant receipts. The fillable PDF can be found on our website.	

Special Allowance for Previously Denied Claims (Sept 1 2026 - Dec 15 2026)

FAQ	Previously Denied Claims
What is this?	A fund to support members who were unfairly denied PDF claims prior to CUPE 4600 taking over adjudication.
Who is eligible?	Any member in good standing can resubmit a claim that was denied between September 1, 2024 and August 31, 2026
Is there a maximum amount I can claim?	You can submit multiple previously denied claims up to $1,100 (this is in addition to the regular annual cap of $1,100)
What is the deadline for submitting previously denied claims?	December 15th, 2026 Decisions will be made by January 15th, 2027.
What is the submission process?	Complete the Google Form found on our website. Include: ● Original receipts ● Original rationale for the expenses ● Evidence of the previous denial
What if I don't have a google account?	If you cannot access the google form you may submit a fillable PDF version of the form to vp.unit2@cupe4600.ca along with relevant receipts. The fillable PDF can be found on our website.

Scan the QR code below to see complete fund details on our website:
https://cupe4600.ca/professional-development-fund/