



Fund Overview and Application Process

The Career Development Fund for Women and Other Designated Groups to help address barriers to career advancement was established on June 1, 2017.

Purpose

The purpose of the Career Development Fund for Women and Other Designated Groups is to support the leadership development and career advancement of eligible employees.

Eligibility

The fund is available to **employees who hold a permanent appointment** at the University of Windsor and **self-identify as a member of a designated group** recognized by the University of Windsor (Women, Visible Minorities, Aboriginal Peoples, Persons with Disabilities, and Sexual Minorities).

Eligible Expenditures

The fund can be used to offset the cost of participating in leadership development opportunities including, but not limited to:

- **Comprehensive leadership development training programs** such as the programs offered by CHERD (Centre for Higher Education Research and Development), SWAAC (Senior Women Academic Administrators of Canada), CAUBO (Canadian Association of University Business Officers) and other discipline specific leadership development programs.
- **Workshops** designed to enhance specific leadership competencies such as “Communicating as a Leader”, “Strategic Agility”, etc.
- **Leadership assessment and debriefing** carried out by a certified professional.
- **Executive/leadership coaching** carried out by a certified coaching professional.

Eligible expenditures also include associated travel, meals and accommodation costs as per the University of Windsor Travel Policy.

Available Assistance

The amount available through this fund is limited and will be distributed annually on a first-come, first-served basis. Employees may request up to \$3,000 to offset the cost of participating in leadership development opportunities. Individuals interested in attending programs which exceed the maximum distribution are encouraged to explore other funding opportunities with their respective Dean, Executive Director or Vice-President.

Application Process

The fund is under the purview of the Associate Vice-President, Human Resources. To apply for the fund:

1. Complete the Career Development Fund for Women and Other Designated Groups application form available on the Department of Human Resources website at www.uwindsor.ca/hr.
2. Obtain a letter of support from your Dean, Executive Director, or Vice-President, as the case may be.
3. Gather information supporting the request for funds such as program brochure, registration form, workshop details, etc.
4. Submit the completed application form along with the written statement of support and supporting information to the Associate Vice-President, Human Resources electronically at avphr@uwindsor.ca or by inter-office mail to:

Office of the Associate Vice-President, Human Resources
c/o Ms. Gerri Pacecca, Executive Assistant
CHT room 504A

The submitted application and supporting documents will be reviewed by the Associate Vice-President, Human Resources to determine eligibility. Applicants will be notified of the decision within 15 working days of submission.

Reimbursement of Expenses

Expenses will be reimbursed at the completion of the leadership development opportunity for which the funds were approved by submitting your expenses to your department head and once approved on the financial system, your department will be reimbursed up to \$3,000. Please submit receipts to the Office of the Associate Vice-President, Human Resources. Please note that requests for expense advances may be made.

Questions?

Should you require any further information please contact Ms. Gerri Pacecca, Executive Assistant to the Associate Vice-President Human Resources at extension 2059 or via e-mail to avphr@uwindsor.ca.