**ARTICLE R.7 – FOR SESSIONAL INSTRUCTORS**

**APPLICATION FOR UP TO $500 FROM THE UNIVERSITY OF WINDSOR**

**INFORMATION TECHNOLOGY AND PROFESSIONAL DEVELOPMENT ASSISTANCE ACCOUNT**

**DEADLINE DATE**

**FOR SUBMISSION:** JANUARY 15, 2023 FOR EACH PREVIOUS YEAR (MAY 1, 2021 to APRIL 30, 2022)

**SUBMIT APPLICATIONS TO:** OFFICE OF THE PROVOST at [VPACADEMIC@UWINDSOR.CA](mailto:VPACADEMIC@UWINDSOR.CA)

**Article R.7 States:**

On May 1 of each year of this **July 1,** **2021 to June 30, 2025 COLLECTIVE AGREEMENT** the University will contribute sufficient funds to establish and maintain twenty-five thousand dollars ($25,000) into an Information Technology and Professional Development Assistance Account for the benefit of sessional instructors who are not employed in a full-time capacity outside the bargaining unit, and who have taught at least four (4) courses or who have taught less than four courses worth a total of four (4) sessional seniority credits of greater in the previous teaching year. Qualified sessional instructors will be provided with up to five hundred dollars ($500) from this account to compensate for the use of personal information technology used to facilitate instruction in the previous teaching year or for professional development activities. Should more than fifty (50) sessional instructors qualify for this compensation each will share proportionately from the Information Technology Assistant Account.

All applications will be reviewed in January, after all qualified sessional instructors have had the opportunity to make application. Awards will be distributed to successful applicants following the application review process.

**Applicant Name:**  **Emp. No.:**

**Department:** **Faculty:**

**Mailing Address:**

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| --- | --- | --- |
| **Course No. and Section** | **Semester** | **Year** |
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**I confirm that I am not employed in a full-time capacity outside the bargaining unit.**

**Applicant signature:** **Date:**

**For use by Administration:**

**Amount approved: $**

**Comments:**

**Signature:**  **Date:**

***Provost and Vice-President, Academic or Designate***