

GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

Requirements for Professional Development for GMUFA Members

The GMUFA provides members with professional development (PD) opportunities related to labour relations and member's terms and conditions of employment. These opportunities are available to all members.

The GMUFA identifies PD opportunities and welcomes members' ideas for professional development related to the mandate and purpose of the GMUFA. The GMUFA may not offer the same opportunities every year. Members are encouraged to inquire about upcoming opportunities either by checking the website or calling the FA office. It is solely the member's responsibility to ensure it does not interfere with their work responsibilities and to seek appropriate authorization from the GMU or other stakeholders (such as benefits provider).

Once the GMUFA has identified a professional development opportunity, notice of the details of the event will be sent to all GMUFA members. Members will be invited to submit their name to the FA office. Once the deadline date has passed, the FA office will randomly draw from the names submitted. The member chosen will be notified and their name posted on the website. Names submitted may be shared with members of the GMUFA.

The GMUFA will book and pay for transportation, accommodation and registration costs after consultation with the member. Meals that are not already included in the event and are during the travel period may be reimbursed. Incidentals will not be reimbursable costs. All costs must be preapproved by the FA office and adhere to the GMUFA Finance Policy and Procedures. The GMUFA will be responsible for costs should there be a documented illness or emergency. All travel must be insured for illness and emergency as is reasonable. A member will be required to pay for costs if they do not attend the event and there was not an emergency or illness.

Members may only be chosen for 1 (one) GMUFA PD opportunity per Academic Year defined as September 1st - August 31st. Once a member has been chosen for a GMUFA PD event they become ineligible until the next Academic Year for any other GMUFA PD events.

The member chosen will be required to provide a summary report of the event attended to be posted to the GMUFA website and to be included in the Annual General Meeting Agenda package.

Successful candidates will be asked to provide consent to the above-mentioned requirements. If consent is not able to be given, another candidate will be selected.