

# TEACHING AND LEARNING FUND POLICY

This policy is the responsibility of the Dean's Council and was approved by the Dean's Council. The policy was revised on June 4, 2014 and May 8, 2018.

## POLICY OVERVIEW

This policy defines the purpose, use, and administration of teaching and learning funds for college and seminary faculty.

## PRINCIPLES

This policy is guided by the principles of integrity and transparency.

## SCOPE

This policy applies to all college and seminary faculty who have a teaching and learning fund allotment.

## POLICY STATEMENT

Individualized Teaching and Learning budgets are provided for faculty to enable more direct access to resources for teaching and learning. Each year, full-time faculty will be given a budget of \$500 (\$250 per semester) for teaching and learning support while part-time faculty are allotted \$250 (\$125 per semester).

Teaching and Learning Funds (TLF) enable faculty to access classroom resources, give an honorarium to guest lecturers, purchase classroom supplies, make required photocopies, etc. that directly apply to their teaching and their students' learning.

- Faculty members are encouraged to limit instructional photocopying by utilizing Canvas to provide materials to students.
- If a faculty member's use of printed material has significant benefit to students, the faculty member is strongly encouraged to produce a coursepack through a coursepack company. Please contact the Office of the Dean of the College to see what company is being recommended. Faculty can work directly with the company or request assistance from the Office of the Dean of the College. Once a coursepack is prepared, the bookstore must be advised so that the coursepack can be ordered.
- Please note that coursepack companies are also a resource for accessing out-of-print books.
- Due to copyright issues, faculty should not be photocopying materials and selling them directly to students.

## PROCEDURES

### 1.0 Using TLF funds on-campus

- Each faculty member will be assigned a four-digit institutional code by the Finance Department.
- The four-digit code allows faculty members to make photocopies on any campus photocopier and to make purchases at the bookstore. Charges will automatically be made against the faculty member's TLF.

### 2.0 Using TLF funds for off-campus purchases

- Bring receipts and a brief note explaining what was purchased to the Dean of the College's assistant.
- Items purchased in US dollars will be converted to Canadian dollars using the current exchange rate unless
  1. the faculty member requests to be reimbursed in US dollars, or
  2. the faculty member includes a credit card statement showing the actual amount that was transferred in Canadian dollars.

### 3.0 Tracking TLF funds

Faculty members will receive a bi-monthly TLF memo by email from the Office of the Dean of the College. It is a faculty members responsibility to stay within budget.

## APPENDIX A

Related Forms/Policies	Copyright Compliance Policy
Where is this policy published	Faculty Handbook
Contact Information	Office of the Dean of the College, Office of the Dean of the Seminary