

Academic and Professional Development Fund Committee:

- 1) Conducts its business according to the related Athabasca University Academic and Professional Development Fund Policy and Procedures.
- 2) Adjudicates applications, and grants awards, up to the established maximum award values.
- 3) Reviews the Academic and Professional Development Fund Policy, Procedures and Terms of Reference on a quadrennial basis.

Membership:

- 1) Members of the Academic and Professional Development Fund Committee shall include:
 - Three voting (AUFA)-elected academic staff with regular appointments.
 - Three voting (AUFA)-elected professional staff with regular appointments
- 2) Members shall normally serve a two-year term (July 1 to June 30).
- 3) Terms shall be staggered to ensure continuity.
- 4) A Chair shall be appointed by, and from among, the members of the Academic and Professional Development Fund Committee.
- 5) The Chair shall normally alternate annually between academic and professional staff members who have served on the committee for at least one year.
- 6) Where the Chair of the Academic and Professional Development Fund Committee deems it necessary, a special meeting of the Committee shall be called to deal with urgent matters.

Nomination and Election Process:

- 1) The Research Centre will coordinate the call for nominations of the Academic and Professional Development Fund Committee members.
- 2) Election of Academic and Professional Development Fund committee members is controlled via a secure survey platform.

Operations:

- 1) Quorum for each meeting shall be four voting members (50% of the membership plus one).
- 2) Attendance at meetings is essential to facilitate work of the committee.
- 3) The Committee shall meet three times each fiscal year (April 1 to March 31) to adjudicate applications.
- 4) At their discretion, the Committee may offer additional calls for applications.
- 5) Members must declare any conflict(s) of interest at the outset of each meeting and refrain from participating in discussion of the related agenda item(s).
- 6) Discussion of applications is conducted in camera.
- 7) The Research Centre shall act as the Secretary to the Academic and Professional Development Fund Committee.
- 8) All agendas and minutes of the Academic and Professional Development Fund Committee shall be retained within the Research Centre.

Reporting:

- The Academic and Professional Development Fund Committee reports to the Academic Research Committee.