

APPENDIX D: ACADEMIC INITIATIVES FUND

The purpose of the Academic Initiatives Fund is to advance the institutional development of Emmanuel College through support for projects and activities in three broad program areas: bridge-building between college and church and other religious communities, faculty development, and enriching the intellectual life of the College.

BRIDGE-BUILDING BETWEEN COLLEGE AND CHURCH AND OTHER RELIGIOUS COMMUNITIES

Emmanuel College is in a unique position to participate in the life of religious communities and the church in ways that will enliven the theological education of our students while offering opportunities for faculty leadership. Our proximity to the demographic center of the United Church and to other religious traditions presents us with a number of opportunities: to engage in the larger public conversation about important issues in keeping with our traditions; to be involved in clarifying theoretical issues and practical problems facing the church and other religious communities; and to generate new ideas and/or solutions. We are in a position to offer a number of resources: a site for such activities; personnel resources not only of faculty and students but, perhaps more importantly, the extensive network to which we are linked; and a commitment to program staffing and staging which the funds may make possible. Examples of such initiatives include consultations with church and religious leaders in order to do long-term planning; courses offered by adjunct faculty; hosting conferences and workshops with both college and church/religious participants (including the laity) on issues vital to our constituencies; programs on globalization and ministry with new constituencies.

FACULTY DEVELOPMENT

Investment in long-term institutional vitality is another broad area that we see as an academic initiative. Improving the program of study, enhancing opportunities for taking counsel on emerging issues in theological education, and strengthening support for faculty research and publication are among the ways to assure a continuation of Emmanuel's institutional excellence. Examples of such initiatives include organizing faculty workshops and consultations; supporting research projects, especially in the initial stages (for instance, engaging a graduate assistant); providing allowances for conference travel and participation; accessing new technological developments in teaching and research.

ENRICHING THE INTELLECTUAL LIFE OF THE COLLEGE

Emmanuel seeks to see more intellectual "traffic" directed through public lectures by major scholars in the theological disciplines presented at our college. Yet such persons are routinely in the vicinity for other meetings, providing opportunities for scheduling events that would benefit faculty, students and one or more of our "publics"—university, church or the wider community. Successful implementation of this program area will require not only funding but commitment to doing the spadework to find out who is in the area and to make effective use of networks to advertise the event. Developing a full-fledged visiting scholars' program with money for travel and expenses would likely require the raising of additional funds; however, arrangements on a more modest scale might be negotiated from time to time.

Allocation of Academic Initiatives Fund

The Principal will facilitate the allocation of the Academic Initiatives Fund and report regularly to the faculty. An advisory committee of two faculty members will be appointed to work with the Principal in developing a budget and implementing a plan for use of the funds.

A call for applications for AI funds will be sent from the office of the Principal a month in advance of the September 30, January 31 and March 31 deadlines. The AI committee will review and vet the applications and other proposals received by the Principal throughout the year. In the spring semester, the AI committee's work will include a strategic and sustainable review to consider appropriate use of residual funds.

All proposals should include a detailed budget and indicate how the project or activity is related to the primary purpose of the Academic Initiatives Fund, namely, to advance the institutional development of Emmanuel College, in accordance with one or more of the three broad program areas: bridge-building between college and church and other religious communities, faculty development, and enriching the intellectual life of the college.

Proposals may be initiated from outside the college community, but must be supported and presented by a faculty member who will be involved in all stages of the planning and implementation of the project or activity.

Honorariums for Guest Lecturers: The AI Committee will set aside funds for classroom guest lecturers. Each faculty member may utilize up to \$200.00 per term for guests from any religious community without seeking special approval from the AI Committee. Additionally, a professor may seek additional honorarium monies from the AI Committee to help cover the costs of additional guest lecturers needed in Emmanuel's classrooms. An application will be sent to the AI Committee, through the Office of the Principal, indicating the reason for the request, the guest's name, and date of the lecture. Normally, an honorarium for a guest lecturer to any classroom is \$200.00 per class period. Honorariums for Indigenous guests may be up to \$350.00.

Applications for Travel: Applications for travel (not related to the standard recognized academic societies) or any other requests related to AI Faculty Development funds will normally be considered after the March 31 (in anticipation of a new budget year) or September 30 deadline. The proposal must indicate the purpose of attendance for occasions of travel (e.g., paper presentation, panel member, contribution to scholarly research) and, for all other proposed support, must indicate how the nature of the proposal relates to Faculty Development.

Based upon the 2022 Victoria University's Travel and Hospitality Expense Reimbursement Guidelines the following subsistence calculations will be used for conference travel (see <http://www.finance.utoronto.ca/gtfm/travel/rates.htm>):

- \$80/day for meals for Canadian travel (15.00 breakfast; 20.00 lunch; 45.00 dinner)
- \$100/day for meals for US and International travel (20.00 breakfast; 25.00 lunch; 55.00 dinner)
- Standard hotel accommodation will be reimbursed (The standard for accommodation is a single room with a private bath in a business class hotel. Use of luxury accommodation will not be reimbursed.) Where one is attending a conference related to College business, and

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where lodging is provided gratuitously by friends or relatives, a gift or payment in appreciation may

be made up to the level set by the University (which is currently \$30.00 per night).

- A total of \$2,000 per year may be approved for each individual faculty member from the Academic Initiatives Faculty Development fund for travel purposes related to conferences, presentation of papers, etc. Additional expenses may be reimbursed, where appropriate, through one's PERA account.

* In accordance with UTFA guidelines, PERA funds will be released by authorization of the Principal on the presentation of receipts resulting from the following expenses: books, materials, equipment and

services directly related to teaching and research; membership fees for professional and/or learned societies; registration fees and travel expenses for attendance at scholarly conferences, seminars, workshops, field trips, research trips, etc.; computer hardware, software and supplies used in the performance of academic duties; preparation and completion of manuscripts; office supplies related to teaching and research duties (e.g., photocopying); fees for professional development