

Letter of Understanding

Between St. Francis Xavier University
(hereafter referred to as the University)

and

St. Francis Xavier University Association of University Teachers
(hereafter referred to as the StFXAUT)

(collectively the "Parties")

RE: Faculty Travel Budget Procedures (Article 2.12)

This MOU remains in effect while the Faculty Travel Budget continues as defined in the Sixth Collective Agreement.

1. For the purposes of this MOU, "conference" shall refer to academic conferences, workshops and panel discussions.
2. The procedures for distribution of the Faculty Travel Budget under Article 2.12 shall be:
 - a. Eligible members interested in applying for funding from the Faculty Travel Budget will submit no more than one Notice of Intent by January 31 for a conference occurring during the next fund year (April to March). Members do not need to have been accepted to present at the conference to submit a Notice of Intent. The Notice of Intent must include a budget outlining the costs associated with the proposed travel. Those submitted without a detailed budget will not be considered.
 - b. The Faculty Travel Budget funds will be divided on a per capita basis. Each Faculty will be allocated a portion of the Faculty Travel Budget based on the number of full-time faculty members of the Faculty, including those on Limited-Term contracts and those on Sabbatical Leave, as of October 1 of the current academic year.
 - c. The Dean's Offices will allocate their funds using the following order of priority:
 - i. Faculty members holding Probationary appointments;
 - ii. Faculty members holding Tenured or Permanent appointments who did not receive support from the Faculty Travel Budget in the previous fiscal year;
 - iii. Faculty members holding Limited-Term appointments with duration of at least one full calendar year who did not receive support from the Faculty Travel Budget in the previous fiscal year, and then,
 - iv. All other applications.

Primary consideration shall be given to Faculty members presenting papers for which the paper or abstract or proposal is accepted through a competitive peer-review process.

If funds remain following this process, secondary consideration shall be given, using the same order of priority, to Faculty members presenting papers or posters, or Faculty members actively participating in a scholarly role as chair, panelist, or discussant.

- d. Where there are more applications in a level of priority than can be funded, the Dean's Office will randomly select the applications to be funded from that priority level.
 - e. All applications that are not funded will be placed on a waitlist.
 - f. Applicants will be notified that their application has been approved for funding or their position on a waitlist no later than March 15. The notification will include the amount approved.
 - g. Should unapproved funds remain in a Faculty's Travel Budget allocation on March 15 (the date of notifications), such funds will be reallocated on the same per capita basis to the other Faculties. The other Dean's Offices will then distribute these funds based on the levels of priority above, with notifications provided by March 31.
 - h. Members approved for a Travel Fund are required to notify their Dean's Office as soon as possible after receiving the response from the conference listed in their Notice of Intent. If the conference submission is rejected or the Member is unable to attend the conference for other reasons, a replacement Notice of Intent can be submitted provided the conference falls within the same fiscal year and falls within the same funding category. Funds allocated for the replacement conference shall not exceed the original budget.
 - i. The Dean's Offices will approve additional Travel Fund applications if funds become available within their allocation.
3. A Member may be approved for an amount below their budget or individual maximum in order to utilize the full amount available in a Faculty's allocation. In such a case, the Member will be at the top of the waiting list for the balance.
 4. Reimbursement for travel costs will not exceed the lesser of the Member's proposed budget or the maximums outlined in Article 2.12: 3.0. All proposed and actual expenses must comply with the University's Travel Policy. The Dean's Offices will only allocate the amount in the Notice of Intent or the maximum outlined in the Collective Agreement, whichever is less. All expense claims must be submitted no later than March 31 of the fiscal year of the conference.
 5. Should unused and/or unallocated funds remain in a Faculty's Travel Budget allocation on February 1 of each year, such funds will be reallocated on the same per capita basis to the other Faculties. The other Dean's Offices will then distribute these funds based on the levels of priority above.

Signed at Antigonish, Nova Scotia this 16 day of January 2025

David Young

Dr. David Young
For the StFXAUT

Amanda Cockshutt

Dr. Amanda Cockshutt
For the University