FAS LEARNING & DEVELOPMENT FUND
Frequently Asked Questions

Q: I'm interested in pursuing a continuing professional development certificate from another higher-education institution. Would this qualify for FAS Learning & Development assistance?

A: The FAS L&D Fund covers non-academic professional certificates/programs. So as long as the certificate is not considered an academic one, then yes, it would be covered! If the certificate is part of an academic program at another higher-education institution, this activity would not be covered under the FAS Learning & Development Fund, and would likely qualify for the Queen's Tuition Assistance Program (under the Professional Development Fund).

Q: Are the Queen’s Emerging Leaders Program and Foundational Leadership Program considered eligible expenses for FAS Learning & Development funding?

A: Absolutely! A number of FAS staff have successfully applied for FAS L&D funding for these valuable programs.

Q: I’m considering auditing a course through FAS Arts & Science Online (ie: taking a course for no academic credit). Does this activity fall within the scope of the FAS Learning & Development Fund?

A: Yes! Audited/not-for-credit courses are eligible expenses under the FAS L&D Fund. However, please note that L&D Fund requests require a manager’s signature/endorsement, so we encourage all applicants to seek pre-approval from their managers.

Q: I’m interested in a program/course that begins next fiscal year. Can I apply for FAS L&D funding now?

A: While we applaud your initiative and proactive thinking, the answer is unfortunately no. We are only able to accept requests for learning and development activity that will take place in the current fiscal year.

Q: Can I submit more than one request in a year?

A: FAS staff are eligible for up to $1,000 of funding per fiscal year, regardless of the number of submissions. (Eg: If you successfully applied for $500 of funding in October, you would be eligible to apply for another $500 during the second round of applications in January.) However, please note that the actual amount any one individual may receive will be based on available budget, departmental/unit/school business priorities, the principle of equitable access to available funds, and demands.
Q: I’m considering a certificate program/course that will take place over two years. If I’m successful in securing FAS L&D funding for the first year, would I be eligible to apply for funding for the same program/course again the following year?

A: Yes! While we cannot split an invoice over multiple fiscal years, you would be eligible to re-apply (up to the maximum eligible amount of $1,000) in subsequent years for the same program/course. Eg: The two-year program you are considering has a $1,700 up-front cost, with an additional $500 to be paid the following year. You would be eligible to receive up to $1,000 for the first year, and could then re-apply the next year for funding to cover the additional $500 fee. Note that the actual amount any one individual may receive each year will be based on available budget, departmental/unit/school business priorities, the principle of equitable access to available funds, and demands.

Q: Some HR Learning Catalogue courses/programs have a cost associated with them. Would these costs be considered eligible expenses under the FAS Learning & Development Fund?

A: Absolutely! Please note though that you would need to submit a separate request for each fee-based HR Learning Catalogue course/program you are signing-up for.

Q: Are Term Adjuncts eligible to receive FAS Learning & Development Funding, or is this fund only intended for staff?

A: Only FAS staff are eligible to receive L&D funding. However, Term Adjuncts are able to apply for funding under two separate articles of the QUFA Collective Agreement:

- 36.2 Fund for Scholarly Research and Creative Work and Professional Development
- 36.3.2 Professional Expenses

Q: Does my request need to be tied directly to my current role?

A: The short answer is... it depends! In consultation with their managers, some individuals may choose to submit a funding request for activity in support of their future career goals. And with respect to how directly the request relates to your role, the key question is how closely the proposed activity supports your department’s priorities and/or the FAS Strategic Plan. You will be asked to clearly articulate these connections when completing the funding request form, as FAS L&D Funding is intended to support learning and development activity that adds value in the professional (not personal) context.

Have another question that isn’t covered here? Contact the Learning & Development Advisory Team via fas.learndevfund@queensu.ca.