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UNIVERSITY OF REGINA
FACULTY ASSOCIATION

Policies and Forms

The [Executive Committee](#) is responsible for approving all policies associated with the University of Regina Faculty Association.

URFA forms include forms for travel advances, travel/accommodation expenses associated with conference/meetings, etc. and general expense claims. Claims, along with required receipts, should be submitted to the [URFA office](#) within two weeks of travel, etc. Expenses will be reimbursed by URFA within a maximum period of three weeks upon receipt of the claim.

Policies

Conference and Delegate Expectation Support Policy

The University of Regina Faculty Association encourages, and supports our members to attend conferences, and other events, that involve them in the regional, provincial, national and/or global labour movement. Further, this policy clarifies that URFA members' participation in such events is a benefit of membership in URFA. Various conferences are budgeted annually. Call for volunteers are sent out to the membership for many of these conferences. The Internal Management Committee and/or [Executive Committee](#) elects the delegates from the names received from the calls.

All attendees of conferences are to prepare a written report to the Executive Committee, within two weeks of the event's conclusion, summarizing what they learned and their assessment of further possible benefits to URFA, and its members, of future participation in such events. Members reports shall include i) a copy of the event programme, ii) a one-page summary of the sessions attended, skills/knowledge learned and an overview of how other members of URFA may benefit from attendance in the future, iii) an assessment of whether the cost incurred represented good value to the Association and its

members. If appropriate, the report will be posted on the URFA website for the benefit of all members.

In situations where multiple members attend the same URFA-supported event, only one copy of a report, as outlined above, is required, though it should reflect the cumulative learning/evaluative experiences of all attendees. Each attendee is expected to sign off on the report as being inclusive of their learning and assessment of future benefit to URFA members and a statement about whether the costs incurred represented a reasonable benefit for the Association's members.

 **Conference and Delegate Expectation Support Policy** (50 KB)

 **Conference and Delegation Report Form** (42 KB)

Emergency Fund Policy

The Executive Committee established the URFA Member Emergency Fund to support members who have emergency circumstances due to the sudden loss or decline in remuneration from Campion College, First Nations University of Canada, Luther College or the University of Regina.

 **URFA Emergency Fund Policy** (19 KB)

Security/Confidentiality of Electronic Voting Procedures

As of September 13, 2021, the procedures related to security and confidentiality of electronic voting are now located in the member portal. [Log in to the member portal](#). [Contact us](#) if you need assistance logging in.

Sessional Honorarium Policy

In recognition of the role sessionals play in supporting the association and its goals, sessionals elected as members of URFA standing committees and/or approved to attend events as URFA representatives receive stipends/honorariums. In order to receive payment under this policy a Sessional Honorarium Claim Form must be completed and submitted to URFA.

 **Sessional Honorarium Policy** (144 KB)

 **Sessional Honorarium Claim Form** (5 KB)

 **Sessional Honorarium Provincial Tax Form** (30 KB)

 [Sessional Honorarium Federal Tax Form](#) (932 KB)

 [Sessional Authorization for Direct Bank Deposit Form](#) (111 KB)

Sessional Professional Development Fund Policy

URFA awards funds to assist University of Regina sessional academic staff members **with priority status**, as well as Campion College sessional academic staff members, with costs associated with creative, scholarly and professional works. Acceptable expenses may include registration, travel, publications fees, or discipline specific equivalents.

Please note that these funds are available **only for U of R sessional academic staff members with priority status or sessionals at Campion College**. Those who are University of Regina sessional academic staff members who do not have priority, or who are sessional members in other bargaining units, are unable to apply for these funds.

Note: Sessionals at Campion College **do not need priority** in order to apply for this fund. All sessional academic staff members at Campion College are welcome to apply for sessional professional development funds.

Applications may be made by submitting a completed [application form](#) to the [URFA office](#). Application deadlines are April 1, September 1 and December 1. Late submissions will not be accepted, and will not be included in the next fund distribution period unless you re-submit your application.

 [Sessional Professional Development Fund Policy](#) (541 KB)

 [Sessional Professional Development Fund Application Form](#) (394 KB)

Solidarity Fund Policy

As of September 13, 2021, the Solidarity Fund Policy is now located in the member portal. [Log in to the member portal](#). [Contact us](#) if you need assistance logging in.

Other Forms

 [URFA General Expense Claim Form](#) (6 KB)

 [Travel and Accommodation Expense Claim Form](#) (12 KB)

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URFA is located on Treaty 4 territory and the traditional territory of the Cree and Saulteaux, Assiniboine and the Homeland of the Métis Nation.