

Chair’s Professional Activity Allowance (CPAA)

22.10 Duties and Responsibilities of Chair

The Chair provides academic leadership, represents the Department, and works to achieve progress and development in all matters affecting the academic life of the Department. Although responsible for communication, organization, and administration within the Department, the Chair has the responsibility to maintain his/her teaching and research and/or scholarship.

| Description of Expense | Eligible Expense | Ineligible Expense |
|---|--|--|
| Expenditures relating to the support of professional development, teaching, and/or administrative responsibilities. | <ul style="list-style-type: none"> • Professional licenses/certification and/or annual membership dues • Relevant membership in and/or to professional organizations and periodicals • Attendance at conferences and training courses etc. • Subscriptions for scholarly materials (books, professional journals, periodicals, etc.) | <ul style="list-style-type: none"> • Salaries, stipends, and compensation (including undergraduate, graduate students, and post-doctoral fellows) • Lifetime memberships in professional associations |
| Expenditures relating to the support of personal research | <ul style="list-style-type: none"> • Airfare, meals, parking, car rental, etc. for research related travel • Research equipment and supplies • Costs associated with the dissemination of findings | <ul style="list-style-type: none"> • Travel costs and related expenses for research team members • Costs of the construction, renovation, or rental of research facilities. • Promotional or advertising expenses for research publications |

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| <p>Hosting expenditures for the purpose of networking and/or promoting the University/Department to the external public</p> | <ul style="list-style-type: none"> • Expenses relating to the organizing of workshops, seminars, meetings, etc. • Reasonable hospitality costs including refreshments or meals for guests speakers • Honoraria and gifts | <ul style="list-style-type: none"> • Hospitality that does not serve or promote the University's interests • Expenses for personal entertainment • Alcoholic beverages |
| <p>Equipment/Software</p> | <ul style="list-style-type: none"> • Specialized software and databases deemed administratively necessary • Home internet • Computer/ computer accessories | <ul style="list-style-type: none"> • Specialized equipment, software and computer accessories not deemed administratively necessary |
| <p>Miscellaneous expenditures in connection with the work and administration of the Department</p> | <ul style="list-style-type: none"> • Celebratory events held by units such as Christmas party/lunch, BBQ/picnic or retirement receptions • Departmental retreats, etc. | <ul style="list-style-type: none"> • Alcoholic beverages • Clothing • Gift cards |