

**University of Toronto,  
Division of Human Resources & Equity,  
Application & Guidelines for Faculty,  
Librarians & Unionized Staff**



**Submission Instructions**

Please submit this completed form to the Centre for Learning, Leadership & Culture via email to llc.funds@utoronto.ca

EMPLOYEE INFORMATION										
EMPLOYEE GROUP	UNIONIZED <input type="checkbox"/>	FACULTY <input type="checkbox"/>	LIBRARIAN <input type="checkbox"/>	CAMPUS	<input type="checkbox"/> St. George	<input type="checkbox"/> UTM	<input type="checkbox"/> UTSC			
<b>UNION LOCAL</b>										
FIRST NAME				LAST NAME						
PERSONNEL #				EMAIL				PHONE #		
DEPARTMENT NAME & ADDRESS										
COURSE INFORMATION – applications to be completed on a course-by-course basis										
CATEGORY	<input type="checkbox"/> Undergraduate program		<input type="checkbox"/> Certificate		<input type="checkbox"/> Diploma		<input type="checkbox"/> Degree			
CERTIFICATE, DIPLOMA OR DEGREE NAME										
COURSE NAME/CODE										
INSTITUTION NAME				DELIVERY	<input type="checkbox"/> ONLINE <input type="checkbox"/> IN-CLASS					
DURATION: FROM (m/d/yyyy)				TO (m/d/yyyy)			LOCATION			
TUTION FEE (before Misc. fees & taxes)										
DEPARTMENT HEAD APPROVAL										
DEPARTMENT HEAD NAME & TITLE										
PHONE#			DATE				AUTHORIZED SIGNATURE			
LLC APPROVAL - For Office Use Only										
EMPLOYMENT DATE					APPOINTMENT PERCENTAGE					
AMOUNT OF FUNDING						DATE				
AUTHORIZED SIGNATURE										
<b>FOR OFFICE USE ONLY</b>	<b>DOCUMENT #</b>			GL			CC		CFC	
AUTHORIZED SIGNATURE								DATE:		