



Subject	CURRICULUM DEVELOPMENT, PROFESSIONAL DEVELOPMENT AND NON-INSTRUCTIONAL WORK DUTIES (formerly titled "3.10 Curriculum Development / Professional Development")
Procedure Section	7 Workload and Work Schedule
No.	7.12
Exempt Employment Policy References	
Collective Agreement References	Vocational Article 13 (Duties, Responsibilities and Workload, clause 13.4)
Forms & Other Reference Material	
Status of Approval	Approved 13-June-2013 Chris Rawson

PREAMBLE:

The 2012-14 Collective Agreement with the BCGEU Vocational Instructors provides regular employees with 21 days per calendar year for curriculum development, professional development and non-instructional duties (CD/PD time).

Employees who are on non-regular appointment receive prorated curriculum development time.

PROCEDURE:

Regular Vocational Instructors

1. There are three categories of paid "time" for regular vocational instructors:
 - i) assignable duty time (30 hours per week comprised of instructional duties and/or other assignable duties). In accordance with 13.3 (b) (4), instructional hours include the associated course preparation, student contact, marking and other functions and responsibilities required to deliver a course.
 - ii) vacation, statutory holidays, or other paid leave.
 - iii) curriculum development, professional development, and non-instructional duty time (CD/PD).

Vocational instructors are entitled to vacation and paid leave in accordance with the Collective Agreement which provides for 43 days vacation for regular full-time instructors (pro-rated for part-time) and 12 statutory holidays.

2. Employees must apply for and receive approval, in advance, for any paid leave, including vacation and CD/PD time.
3. Employees are required to prepare a schedule for the use of curriculum development/professional

development/non-instructional duty time in consultation with the Department Chair for approval by the designated supervisor. The schedule must be approved by no later than March 31st of each year.

4. It is anticipated that the designated supervisor will review the appropriateness of any proposed curriculum development/professional development/non-instructional activities at the time of approving the schedule.
5. The designation of days as “curriculum development” is not intended to address a program area’s need for the development of entirely new curricula or major revisions of existing curricula. Rather the designation of 21 days for curriculum development/professional development is intended for the ongoing maintenance activities associated with assigned courses which are required in order to keep the course materials current and relevant.
6. A Replacement Bank of 380 days per fiscal year is available to cover the cost of replacement instructors. Regular employees may schedule a maximum of 4 days for PD activities which may be changed against the Replacement Bank.
7. Scheduling of curriculum development/professional development time is at the discretion of the designated supervisor. Depending on operational requirements of the program area, the designated supervisor may approve a request that includes scheduling CD/PD time as discreet days, or as blocks of time up to 21 days.
8. For ease of reference the following designations apply:

<u>Time Identified As</u>	<u>Designation</u>
i) Christmas Break	CD/PD or Vacation
ii) Reading Break	CD/PD or Vacation
iii) Department Meetings (called by Dean/Director)	Assignable duty time
iv) Placement Testing	Assignable duty time
v) OCELA (ESL Dept.)	Assignable duty time
vi) Days before and after semester	CD/PD

The above is intended for illustrative purposes only and does not represent an all-inclusive list.

9. Departments are encouraged to schedule instructional time in a collaborative manner with the Dean and/or Associate Dean
10. In accordance with Clause 13.3 (c), other assignable duty time is to be determined by the Dean in consultation with the instructor.
11. Discussion and clarification between an instructor, the Department and the Dean of any time that may not be addressed above or that may not be straightforward is encouraged in advance of the activity

Non-Regular Vocational Instructors

12. Employees on non-regular appointments receive pro-rated curriculum development time based on a maximum entitled of twelve working days in any one calendar year.
13. Curriculum development time is calculated and appears on the employee's Vocational Non-Regular Appointment Confirmation form.