



## HUMAN RESOURCES

<b>Subject</b>	<b>PROFESSIONAL DEVELOPMENT (FACULTY)</b>  (formerly titled "Procedures and Funding Grants for Professional Development – Faculty")		
<b>Procedure Section</b>	<b>Professional &amp; Career Development</b>		
<b>No.</b>	8.03		
<b>Exempt Employment Policy References</b>			
<b>Collective Agreement References</b>	Faculty	Article 18 Duties and Responsibilities of Faculty, Clause 18.1.2	
	FPSE Common Agreement	Article 23 Professional Development Article 16 Common Faculty Professional Development Fund	
<b>Forms &amp; Other Reference Material</b>	Application Forms		
<b>Status of Approval</b>	Approved	13-June-2013	Joint Committee on the Administration of the Collective Agreement

### **PREAMBLE:**

The College and the Okanagan College Faculty Association (OCFA) support professional development activities intended to support teaching excellence, subject area competence and technical competence in an area of professional development or instructional expertise. Professional development is provided as per the collective agreement between the College and the OCFA, Clause 18.1.2 and Article 23.

The College also provides additional funding for professional development activities subject to the Common Agreement between the Employer's Bargaining Committee on behalf of member institutions and the Federation of Post-Secondary Educators of BC (FPSE) on behalf local unions, including the OCFA ("the FPSE Common Agreement") The Common Faculty Professional Development Fund is in support of various types of professional development activities which are intended for the maintenance and development of faculty members' professional competence and effectiveness and to assist faculty in remaining current and active in their discipline and program. The Common Faculty Professional Development Fund is not meant to replace and existing development or education funds.

The parties have agreed as per Clause 23.5 of the collective agreement and as per Clause 16.2 of the FPSE Common Agreement to the following process and criteria for the review and adjudication of employee applications for professional development and the allocation of such monies.

The process includes the review and adjudication of employee applications by Professional Development Committees and approval of the following by the employee's designated supervisor:

1. Any leave or out of regional travel request associated with professional development activities approved for funding from the collective agreement Professional Development Fund: and
2. Any leave or out of region travel request associated with professional development activities and the final approval of funding from the FPSE Common Agreement Professional Development Fund.

## **PROCEDURE:**

### **PROFESSIONAL DEVELOPMENT FUNDS**

1. The collective agreement establishes a local Professional Development Fund of 0.7%. The College contributes 0.6% and the OCFA contributes 0.1% for each continuing employee based on Step 1 of the Salary Scale. Any money in the local Professional Development Fund that is not spent at the end of one fiscal year is carried forward to the following fiscal year.
2. The FPSE Common Agreement establishes a Common Faculty Professional Development Fund based on 0.6% of faculty salary. Any money in the Common Faculty Professional Development Fund that is not spent at the end of any fiscal year is retained by the employer.

### **ELIGIBILITY FOR PROFESSIONAL DEVELOPMENT FUNDING**

1. Continuing employees and term employees with right of accrual are eligible for professional development funding.
2. Term employees must apply for professional development funding while on active contract.

### **ADMINISTRATION AND FUNDS**

#### **A. COMMITTEES**

Professional Development Committees are established in accordance with the provisions of the local collective agreement.

#### **B. MEETINGS**

Meetings will be held as determined by each Professional Development Committee, providing that all applications for professional development funding are dealt with in a timely manner.

#### **C. APPLICATIONS**

Each application will be considered on its own merit.

#### **D. REPORT BY COMMITTEES**

Reports containing the name, department, amount granted and a brief description of the activity undertaken by each employee granted funds from each of the applicable Professional Development Funds shall be maintained. These reports will be available to Department Chairs, designated supervisors and the Joint Committee on the Administration of the Collective Agreement (JCAA).

#### **E. APPLICATIONS FOR FUNDING**

1. Employees wishing to receive financial assistance shall apply to the appropriate Professional Development Committee on the form provided by the College for funding from the:
  - a. Collective Agreement Professional Development Fund; and/or
  - b. FPSE Common Agreement Professional Development Fund.
2. The Professional Development Committees will individually determine how far in advance of an event an application must be submitted.

3. Applications for professional development funding must be submitted in advance of the activity to the appropriate Professional Development Committee. Following adjudication of by the Committee, successful applications will be submitted to the designated supervisor and must be signed by the designated supervisor indicating the appropriate approval(s).

Individuals shall submit applications for PD funding with adequate time for consideration by the Committee and the designated supervisor.

4. Applications will be considered by Professional Development Committees until each Fund has been exhausted. If a Fund(s) is exhausted prior to the end of the fiscal year, the Professional Development Committees shall inform employees that no further requests will be considered for the current fiscal year from the Fund(s).
5. Employees may submit single PD applications requesting funding from one or both sources. A group of employees (per point F #9 below) may submit a single PD application for a group activity requesting funding from one or both sources.

## **F. FUNDING GRANTS**

### **1. Collective Agreement Professional Development Fund (Article 23)**

- a. The maximum grant for continuing employees over a two-year fiscal period commencing April 1, 2012 shall be \$2,000 per employee.
- b. Maximum grants for term employees with right of accrual who are on active term appointments are over a one-year fiscal period and are as follows:
  - i. \$750 for 4 or greater TLUs (760 hours of greater)
  - ii. \$375 for fewer than 4 TLUs (or less than 760 hours)

### **2. Faculty Common Professional Development Fund (FPSE Common Agreement Article 16)**

- a. The maximum grant for continuing employee over a two year fiscal period commencing April 1, 2012 shall be \$1,500 per employee.
- b. Maximum grants for term employees with right of accrual who are on active term appointments are over a one-year fiscal period and are as follows:
  - i. \$500 for 4 or greater TLUs (760 hours of greater)
  - ii. \$250 for fewer than 4 TLUs (or less than 760 hours)

### **3. PD Grants for Faculty on Term Appointment with Right of Accrual**

The maximum grants for term employees on active term appointment with right of accrual from the respective funds are over a one-year fiscal period commencing April 1, 2012 and are pro-rated on the proportion of their annualized workload from their most recent faculty work assignment. PD funding will only be approved for expenditures which occur in the fiscal year following the start of the employee's contract. Term employees do not have to be on active term appointment at the time of the approved PD activity. For example, an employee who acquired right of accrual seniority in the Fall of 2012 gained the right to access PD funds. The employee can apply for PD funding at any time while on contract but will have to spend the approved funds between April 1, 2013 and March 31, 2014.

### **4. Travel/Registration/Accommodation/Meal Expenses**

Travel expenses related to professional development activities are subject to the approval of the employee's designated supervisor including; airfare or mileage at the current rate, whichever is least, registration fees and accommodation and meal expenses as governed by the collective agreement.

## **5. Dissertations**

For employees who are working on a dissertation for a degree, requests will be considered for up to a maximum of three visits per year with a dissertation supervisor, subject to all funding limits specified in this document.

## **6. Funding of Activities while on Leave Without Pay**

When an employee is on an approved leave without pay and when the leave is to undertake a professional development activity that is sanctioned by the College (e.g. completion of a Masters or Doctoral degree), requests for professional development funds will be considered by the appropriate Professional Development Committee, subject to all funding limits specified in this document.

## **7. Applications Not Considered**

Applications for funds will not be considered for the preparation of grant applications. (e.g. NSERC, SSHRC etc.)

## **8. Report on Activity**

A brief report describing the activity undertaken is to be submitted to the designated supervisor by an employee who receives professional development funding. Copies of this report shall be submitted to the Chair of the appropriate Professional Development Committee.

## **9. Group Professional Development Activities**

The parties encourage holding professional development activities in a manner that encourages maximum participation at minimal cost. Proposals for group professional development activities should include a full description of the activity, including the delivery format, number of hours, date, time, location and the number and disciplines of the anticipated participants.

## **10. Events Not Attended**

Should the event for which funds were approved be cancelled, or the applicant does not attend the event, any funds advanced to the applicant are to be returned to the respective Collective Agreement Professional Development Fund or the Faculty Common Professional Development Fund.

## **11. Procedures and Funding Grants to be Reviewed.**

These procedures and the funding grants for professional development activities are subject to periodic review by the College and the OCFA through the JCAA.