



Faculty Education Leave Guidelines

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Purpose of Education leave

Education Leave provides the opportunity for VCC faculty members to enhance their knowledge, skills and abilities. The leave can be taken for study, research or industry immersion connected with their instructional area. The Collective Agreement provides for a total of 33 months Education Leave per year.

The VCCFA Collective Agreement Article 8.3 states:

8.3.1 The College shall grant upon application 2.75 full-time (FTE) Education Leaves per fiscal year. One full-time equivalent is deemed to represent 12 months of time within a fiscal year. The joint College and faculty Education Leave Committee shall review and amend, as necessary, the mutually agreed upon process and procedure for making application, including timelines for both long-term and short-term education leaves.

8.3.2 Education Leave is granted through the authority of the College Board. The welfare of the College and the professional competence of employees are among the prime considerations in approving leaves for approved study or research.

Education Leave activities

The proposed Education Leave activity should contribute to the applicant's professional competencies as well as benefit the department and College. A wide variety of activities are acceptable including but not limited to:

- Updating experience in business, industry, practice.
- To further a faculty member's education.
- Studying in-depth comparative systems and methods at different institutions.
- Studies relevant to the College's curriculum.
- Studying new technological developments related to the instructional or administrative role of the faculty member.
- Applied research and/or publication of research.
- Other activities calculated to be of mutual benefit to the College and the faculty member.

Length of Education Leave

Education Leave can be anywhere from one month to one year.

Leaves of up to 4 months shall be considered short-term leaves. Normally, employees shall not be eligible for subsequent short-term education leaves until a period of 1 year has elapsed since the completion of the previous leave.

Leaves of more than 4 months to one calendar year shall be considered long-term leaves. Normally employees shall not be eligible for subsequent long-term education leaves until a period of 2 years has elapsed since the completion of the previous leave.

Adjudication process

The Education Leave Committee consists of two administrators and two faculty members. The Vice President Academic chairs the meetings and appoints the second administrator. The VCC Faculty Association appoints two faculty members. The Office Coordinator to the Vice President Academic provides administrative support, communicates with the applicants on behalf of the Committee and maintains the Education Leave budget and related documentation.

The Committee reviews all applications against the criteria noted below and forwards their recommendations to the President or designate who makes the final decision on behalf of the Board of Governors. The current Education Leave committee comprises:

Faculty

Judith Wallace	Faculty, College Foundations – Science	2084
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Linda Duarte	Department Head, Counseling & Disability Services	7490
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Administration

Kathryn McNaughton	Vice President Academic & Student Services	7022
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Shirley Lew	Director Library and Learning Services	7007
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Application Process

The Office of the Vice President Academic informs the College community by email and through myVCC of the call for Education Leave with specific deadlines (first call deadline is February 15th and second call deadline August 31st each year).

A completed Education Leave Application Form (Appendix C) along with necessary documentation should be submitted to the Office of the Vice President Academic on or before the posted deadline.

Criteria

The Committee will use the following criteria to evaluate applications:

1. Meets purposes as defined in the Collective Agreement.
2. Indicates benefit to the College community (i.e. students, department, the College and College communities).
3. Indicates benefit to the faculty member (e.g. how does completing this activity improve my ability to teach in my program, or to better accomplish things related to what I do?).
4. Shows thoroughness of planning of proposed leave (e.g. what specific activities will I be doing while I am away from the College? If I am studying comparative systems, which institutions would I visit and are they open to my visit? If studying new technological developments, where would I be doing this and what particular developments will I focus on? If completing a credential or taking a course do I know what courses I want, costs involved, location).

5. Indicates preparation for activities during leave (e.g. If completing a credential, have I applied to an institution? Have I been accepted? If I am updating in industry or practice, do I have permission to work/study at the place chosen as most appropriate? If I am studying comparative methods, have I communicated with appropriate people at the other locations?)
6. Specific results expected and how they will be used.
7. Indicate a plan for sharing results with the department and the College (You may also plan to update and modify curriculum, and plan sessions with your program to share the new ideas or skills you have gained, and/or a lunch and learn or another way to share your experience and knowledge with the rest of the college community).

Copyright

Refer to Policy *D.1.4 Curriculum/Instructional Materials Created within the College* (Appendix D) for guidelines relating to copyright and/or patent rights for curriculum, instructional, creative and other materials produced by employees of the College. The Policy states:

“Where College time, services or materials are used in the production of curriculum, instructional, creative and other materials in any format, including but not limited to print, digital and audio visual, and/or where such a work is made in the course of employment, the copyright or patent of that work belongs to Vancouver Community College. A written agreement may exist or an agreement may be entered into, that provides copyright or patent to be vested either with the employee or with a third party. An example of such an agreement is the VCC/VCCFA Common Agreement (Appendix I).”

Reporting guidelines

Within one of month of the return to duty from education leave, the faculty member must submit to the Vice President Academic a final report (as per Collective Agreement). The report will present a summary of the activities conducted during the period of leave and analysis of the results that were accomplished. The report may append a copy of reports, papers, articles, etc. that were completed as part of the Education Leave. Copies of the final report will be maintained in the Office of the Vice President Academic.

Appendix A - VCC/VCCFA Local Agreement

8.3 Education Leave

8.3.1 The College shall grant upon application 2.75 full-time equivalent (FTE) Education Leaves per fiscal year. One full-time equivalent is deemed to represent 12 months of time within a fiscal year.

The joint College and faculty Education Leave Committee shall review and amend, as necessary, the mutually agreed upon process and procedure for making application, including time-lines for both long-term and short-term education leaves which may modify the terms of Articles 8.3.6.5 and 8.3.7.4 herein.

8.3.2 Education leave is granted through the authority of the College Board. The welfare of the College and the professional competence of employees are among the prime considerations in approving leaves for approved study or research.

8.3.3 Requests for education leaves must be made to the appropriate Vice President concerned and must be accompanied by an outline of the purpose of the leaves. The Education Leave Committee shall review and recommend education leave applications, at least once a year, to the appropriate Vice President.

8.3.4 Approved education leave shall be at the rate of 70% of salary and allowances; contributions for employee benefits will be continued during education leave by the College and the employee, and the leave period will count in full for increment purposes.

8.3.5 Employees, within one month of their return to duty from education leave, must submit to the appropriate Vice President satisfactory evidence of having carried out the purposes for which the leaves were granted. In the event of failing to do so, employees shall refund the amount paid to them by the College during such leaves.

8.3.6 Long-Term Education Leave

8.3.6.1 Leaves of more than 4 months to one calendar year shall be considered long-term leaves.

8.3.6.2 In order to be granted long-term education leave, employees must have been permanent regular employees for at least 3 years.

8.3.6.3 Employees undertake to remain in the service of the College for a minimum of 3 years immediately following their return from long-term education leave.

8.3.6.3.1 In the event that employees fail to remain in the service of the College as required in Article 8.3.6.3, then employees shall refund to the College the amount paid to them by the College during such leave on the following basis:

(a) failing to remain one complete year, they shall refund the full amount paid;

(b) failing to remain 2 complete years, they shall refund $\frac{2}{3}$ of the amount paid; and

(c) failing to remain 3 complete years, they shall refund $\frac{1}{3}$ of the amount paid.

8.3.6.4 Normally, employees shall not be eligible for subsequent long-term education leaves until a period of 2 years has elapsed since the completion of the previous leave.

8.3.6.5 A request for long-term education leave must be made at least 6 months prior to the proposed commencement date of the leave. The applicant will receive a preliminary reply at least 4 months prior to the requested commencement date and a final reply at least 3 months prior to it.

8.3.7 Short-Term Education Leave

8.3.7.1 Leaves of up to 4 months shall be considered short-term leaves.

8.3.7.2 In order to be granted short-term education leaves, employees must have been permanent regular employees for at least 2 years.

8.3.7.3 Employees undertake to remain in the service of the College for a minimum of one year immediately following return from such leaves and, in the event of failing to do so, shall refund the amount paid to them by the College during the leaves.

8.3.7.4 A request for short-term education leave must be made at least 2 months prior to the proposed commencement date of the leave. The applicant will receive a reply at least one month prior to the requested commencement date.

8.3.7.5 Normally, employees shall not be eligible for subsequent short-term education leaves until a period of 1 year has elapsed since the completion of the previous leave.

Appendix B – Frequently Asked Questions

What happens to my benefits during Education Leave?

You and the College will continue making Employee Benefit contributions, and the leave period will count in full for your increment purposes.

What happens to my Professional Development time during my Education Leave?

You don't accrue P.D. entitlement while you're on Education Leave. You need seven months of assigned duty at half time or more to be eligible for Professional Development, and Education Leave is not counted as part of this regular duty. This means that if you take more than 2 months of Education Leave in one fiscal year, you won't accrue any Professional Development entitlement. (See the Collective Agreement 6.6.5.)

Will my vacation be affected?

No, your vacation time continues to accrue while you're on Education Leave.

Am I required to prove completion or otherwise document my Education leave?

Yes, one month after returning to work, you must submit evidence that you carried out the purposes for which your leave was granted. You submit your evidence to the Chair of the Education Leave Committee.

Can I combine my Education Leave with other leaves or holidays?

Yes, you can combine your Education Leave with time off through vacation or other leaves as long as you have prior approval of your Department Leader.

Can I rearrange my Education Leave times because of scheduling?

Yes, it is up to you and your department to arrange the appropriate times to take your Leave—provided you commence the leave within the fiscal year for which it was allocated.

What happens if I leave the College's employ immediately after taking Education leave?

You will need to repay the college if you leave the College's employ before one year after completing a Short-term Education Leave, and three years after completing a Long-Term Education Leave.

Appendix C – Education Leave Application Form



EDUCATION LEAVE APPLICATION

Refer to the Education Leave Guidelines for details. The proposed Education Leave activities should contribute to the applicant’s professional competencies as well as benefit the department and College. A wide variety of activities are acceptable:

- Updating experience in business, industry, practice.
- To further a faculty member’s education.
- Studying in-depth comparative systems and methods at different institutions.
- Studies relevant to the College’s curriculum.
- Studying new technological developments related to the instructional or administrative role of the faculty member.
- Applied research and/or publication of research.
- Other activities calculated to be of mutual benefit to the College and the faculty member.

Applicant Name:	
Department:	Application date:

A. DATE AND LENGTH OF PREVIOUS EDUCATION LEAVE IF APPLICABLE:

Date(s)	Length

B. EDUCATION LEAVE REQUESTED:

Description of Activity	Full-Time or Part-Time (indicate %)	Start date	End Date

C. PURPOSE OF EDUCATION LEAVE:

1. What are the primary objectives/outcomes of the Education Leave?

2. Describe the activities to be undertaken as part of the Education Leave.

3. How will the Education leave benefit the department/faculty/program and/or College?

4. Indicate how your goals fit with the Education Leave?

5. Provide a rationale for the timelines involved in the Education Leave activities, and indicate how the amount of leave requested is appropriate for the scope of the Education Leave.

6. If granted, other than your College salary, would you expect to receive any remuneration during your Education Leave (e.g. bursaries, scholarships, part-time employment, etc.)?

7. Proposed plan to share your Education Leave results, new ideas or skills you have gained with your department and the College (e.g. update and modify curriculum; department presentations, etc.) A written report to the Vice President Academic and Dean is required as part of the reporting requirement.

D. SUPPORTING DOCUMENTATION CHECKLIST (attach relevant documentation with your application):

- For academic development, provide a copy of confirmation of acceptance; program details from institute website; other relevant correspondence with the educational institute
- For self-directed studies including research, provide a detailed description of the proposed activities and desired outcomes
- For updating industry experience, provide relevant background information including but not limited to: nature of the employment/self-employment; how it relates to subject areas taught; wage-sharing arrangements; insurance and liability considerations; other relevant correspondence
- Letter of support from Department Leader including how the department plans to handle the release time
- If you are applying for Common or Adjudicated PD funding attach the funding application along with printed estimates of expenses.

E. VACATION & PROFESSIONAL DEVELOPMENT:

Provide information of vacation and PD taken and planned. If your Education Leave request spans over the fiscal year, provide information for the next fiscal year.		
	Taken (days)	Planned (days)
PD		
Vacation		
Leave without pay		

F. SIGNATURES:

Faculty:	Date:
Department Leader:	Date:
Dean:	Date:

Appendix D - Curriculum/Instructional Materials Created within the College Policy



Title: **Curriculum/Instructional Materials Created within the College Policy**

Effective Date: **November 27, 2003**
revised March 2009

Policy Category: **Education Support**
Number: **D.1.4.**

Purpose

- ❑ To establish copyright and/or patent rights for curriculum, instructional, creative and other materials produced by employees of the College.
- ❑ To advise the VCC Community about the limitations and procedures outlined by the Copyright Act of Canada and the College's license with Access © or materials created by College employees

Policy

Where College time, services or materials are used in the production of curriculum, instructional, creative and other materials in any format, including but not limited to print, digital and audio visual, and/or where such a work is made in the course of employment, the copyright or patent of that work belongs to Vancouver Community College. A written agreement may exist or an agreement may be entered into, that provides copyright or patent to be vested either with the employee or with a third party. An example of such an agreement is the VCC/VCCFA Common Agreement (Appendix I).

Applies to

The VCC community

Procedures

Prior to starting an assignment, project or undertaking that may be expected to result in a copyrightable work, ownership should be established by means of agreement between the College and the employee(s), and the VCCFA when pertinent, especially if there is any question that the College should own copyright. The appropriate Dean/Director and the Director of Library and Learning Resources represent the College in reaching such an agreement.

The College and employee(s) shall consider, in addition to copyright ownership, whether the material will be sold through the College Bookstores. If so, consideration and discussion regarding royalties and the distribution of any such royalties should be entered into. Prior to publishing of material, the Director of Library and Learning Resources or delegate shall review material for copyright compliance.

Replaces

Policy 6.1.2.2 (1981) Curriculum/Instructional Materials Created Within the College: Copyright/Patent

Definitions:

Copyright is defined in the *Copyright Act of Canada* (R.S.C. 1999 c. C-42) as “the sole right to produce or reproduce the work or a substantial part thereof in any material form whatever, to perform, or in the case of a lecture to deliver the work or any substantial part thereof in public, or if the work is unpublished, to publish the work or any substantial part thereof...” According to the *Act*, protection of works is automatic and exists as soon as a work is created and in most cases continues until 50 years after the creator’s death.

Curriculum, instructional, creative and other materials are defined to include books, laboratory manuals, guides, audio and video materials, digital resources, films, slides, transparencies and computer software, instructional strategies and creative work, while not excluding other materials produced by College employees for instructional and college purposes.

Patent is defined in the Patent Act (R.S.C. 1999, c.P-4, s.2) to mean “letters patent for an invention”.

Responsibilities

The Director of Library and Learning Resources administers work in which the College holds partial or full copyright and determines compliance to copyright legislation and license.

References

VCC Copyright Policy
R.S.C. 1999, c. C-42 Copyright Act of Canada
R.S.C. 1999, c. P-4, Patent Act of Canada

APPENDIX I

VCC/VCCFA Common Agreement Article 5

The following written agreement contained in the VCC/VCCFA Collective Agreement, Article 5, 2007-2010 Common Agreement covers VCCFA members.

Article 5 – Copyright and Intellectual Property

5.1 Copyright Ownership

The copyright or patent for any work product, including creative work, instructional strategies or curriculum/instructional material, software or any other material or technology that may be copyrighted or patented:

5.1.1 belongs to the employee(s) where the work product has been prepared or created as part of assigned duties, other than the duties listed in 5.1.2 below, and the copyright to all copyrightable material shall be the sole property of the employee(s) and shall be retained throughout his or her lifetime and upon his/her death by his/her heirs or assigns; and

5.1.2 belongs to the institution where one or more employees:

- (a) have been hired or agrees to create and produce copyrightable work product for the institution, or
- (b) are given release time from usual duties to create and produce copyrightable work product, or
- (c) are paid, in addition to their regular rate of pay, for their time in an appointment to produce copyrightable work product.

5.2 Employer Rights to Materials Copyrighted by Employee(s)

Where the employee holds the copyright pursuant to 5.1.1, the institution shall have a right to use his/her copyrighted material in perpetuity for institutional purposes. The institution may amend and update the copyrighted material with the approval of the employee(s) holding the copyright to the material. Such approval will not be unreasonably withheld.

5.3 Employee Rights to Materials Copyrighted by the Employer

Where the institution holds the copyright pursuant to 5.1.2, the employee(s) shall have the right to use in perpetuity, free of charge, such copyrighted material. The employee may amend and update the copyrighted material with the approval of the institution holding the copyright to the material. Such approval will not be unreasonably withheld.

5.4 Joint Review

Joint Administration and Dispute Resolution Committee may, at the request of either party, review issues arising from the application of this article.