



# FACULTY PROFESSIONAL DEVELOPMENT FUNDS HANDBOOK

*Prepared by the Professional Development Funds Committee  
Vancouver Community College  
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## INTRODUCTION

Vancouver Community College is committed to excellence in teaching and learning. One of the College's greatest assets is a faculty who is committed to developing and teaching excellent programs.

For faculty, professional development is a commitment to excellence as professionals. As the College has an obligation to provide support in time and money, the faculty have an obligation to continue building their discipline expertise and their teaching abilities.

In the face of changing student demands and needs, changing technologies, and new approaches to curriculum design and educational theory, professional development for faculty has become essential.

## PROFESSIONAL DEVELOPMENT FUNDS

### WHAT CAN I USE MY PROFESSIONAL DEVELOPMENT FUNDS FOR?

The funds may be used to assist in:

- ◆ registration
- ◆ accommodation
- ◆ conferences
- ◆ liaison\visits with industry
- ◆ purchase of books
- ◆ seminars\workshops
- ◆ subscriptions & memberships
- ◆ transportation\mileage
- ◆ applied research\publishing
- ◆ courses\programs
- ◆ performing\presenting
- ◆ purchase of software/hardware
- ◆ study of new techniques and technology
- ◆ internet

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## WHAT "CAN'T" I USE MY PROFESSIONAL DEVELOPMENT FUNDS FOR?

The PD Funds Budget does not cover:

- ◆ office supplies such as paper, disks, computer ink, etc
- ◆ pooling of funds for a purchase
- ◆ yoga classes and similar activities
- ◆ travelling expenses or accommodation for PD when the instructor's main reason for travel is vacation
- ◆ replacement cost of a substitute instructor

## HOW DO I APPLY FOR PROFESSIONAL DEVELOPMENT FUNDS?

1. Go online and download the PD Funds Money Request form. It is available on the J drive under Regular PD Funds, or at the VCCFA website under FORMS/Professional Development. If you are using your funds for internet charges, please use the Claiming for Internet form in addition to the Money Request form.
2. Complete the form and return it **with valid receipts** to the PD Funds Committee at your campus. Sending the form without the receipts will only result in the PD Funds committee having to send the form back to you with a request for the receipts.

## COMPLETING THE FORM

The PD Funds Money Request form is divided into four (4) sections.

1. personal information
2. description, location and time of project
3. funds requested
4. PD Funds Committee area

**Please complete ALL items in sections 1, 2, and 3.**

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## **WHAT ARE REASONS WHY THE PD FUNDS MONEY REQUEST FORM MAY BE SENT BACK TO ME?**

Some of the reasons why the form has been returned include:

- no name
- no signature
- no description of request
- funds requested were not given in **Canadian dollars**
- unofficial receipts
- no receipts
- ineligible request

**Ineligible receipts include:** a piece of paper that has the amount spent written on it, a photocopied cheque, a completed form from a conference you are attending.

**Valid receipts are:** the original cleared cheque from your bank (which can be returned to you if requested), e-mail receipts, a conference form that has both the conference stamp and "paid" on it.

The responsibility to provide a receipt is yours. Make sure you request a receipt when money is being spent for Professional Development.

Credit card statements can only be used to show the currency exchange rate.

## **WHEN CAN I APPLY?**

You should apply for PD Funds as soon as you have the receipts. The fiscal year is from April 1 through March 31. Last day for requests are February 28/29. Activities can happen in March but your request for funds must be received before March 1.

## **HOW LONG WILL IT TAKE TO RECEIVE MY CHEQUE?**

That depends on several factors:

- 1) is your request completed properly?
- 2) the schedule of your PD Funds Committee
- 3) the schedule of the accounts payable department

It could take 2 week or it could take 6 weeks.

## **I AM ON LEAVE. CAN I RECEIVE PD FUNDS?**

With the exception of Education Leave, you cannot receive PD Funds if you are on full time Leave. Instructors returning from leave are not eligible for PD Funds unless they are able to perform seven (7) months of duty within the fiscal year.

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## **THE PROCESS**

If your PD Funds Request form is properly completed, the PD Funds committee approves the amount requested, up to the PD funds limit for that fiscal year. The form is then sent to the accounting department. Once processed, the funds will be deposited into your account

## **POOLING Pooling cannot be used for purchases.**

If your request for funds is over the limit, there are two (2) options open to you.

1. You can pool PD funds from other instructors to cover your costs.  
Pooling funds is between you and any other faculty member. If you know of a faculty member who is not using their PD funds for that year, you should approach them and request use of their funds. If the instructor agrees to merge funds, they must sign a pooling form or statement that includes who they are, how much they are pooling to you, who they are pooling the funds to, and their signature. There is presently no limit to the number of instructors that can pool together, however, pooling requests must be a minimum of \$50. per instructor.

## **WHAT IS "TOP UP?'**

1. At the end of each fiscal year, March 31, any PD Funds that has not been claimed is added to "TOP UP". Any instructor who has spent over their limit and is added to "TOP UP" is eligible to receive a percentage of the money they spent on professional development. It is in the interest of instructors to submit all receipts, with a PD Funds Money Request Form, for PD activities or purchases.
2. Any request over the limit, that has not been pooled or covered by another source, will automatically be put into the "Top UP" file.

## **TIMELINES**

Make your requests for PD funds as early as you can within each fiscal year. The **DEADLINE** for request is **THE LAST DAY OF FEBRUARY OF EACH FISCAL YEAR**. All receipts for requests must be received by the middle of March. The committee encourages you to send in your receipts when you have accumulated \$100. worth of receipts.

**PD FUNDS COMMITTEE**

**POOLING REQUEST**

Date:

I, \_\_\_\_\_, agree to transfer my  
(print your name)

Professional Development Funds in the amount of:

(please specify an exact amount or "ALL")

to \_\_\_\_\_ for the fiscal year of \_\_\_\_\_.  
(print name)

Signature:

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**PD FUNDS COMMITTEE**

**POOLING REQUEST**

Date:

I, \_\_\_\_\_, agree to transfer my  
(print your name)

Professional Development Funds in the amount of:

(please specify an exact amount or "ALL")

to \_\_\_\_\_ for the fiscal year of \_\_\_\_\_.  
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