



GUIDELINES
FACULTY PROFESSIONAL DEVELOPMENT FUND
ADJUDICATED (UP TO \$1000) AND COMMON (UP TO \$3500)
(Appendix XI and XII for the VCCFA Collective Agreement)

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Adjudicated and Common Faculty Professional Funds Committee

VCCFA

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For all inquiries and submissions email acpdfunds@vcc.ca

Adjudicated Faculty Professional Development Fund (>\$250 up to \$1000)

\$50,000 has been allotted as the 'Adjudicated Professional Development fund'. This fund is established in the VCC/VCCFA Collective Agreement Appendix XI. The fund is to be disbursed to faculty as a minimum amount of \$250 to a maximum of \$1000. The Adjudicated Faculty Professional Development Fund committee is the same committee as the one that reviews Common Faculty PD applications. The only difference is that Adjudicated Faculty PD requests are approved by the Committee and not by the Vice President Academic, Students & Research.

Common Faculty Professional Development Fund (over \$1000 up to \$3500)

The Common Faculty Professional Development Fund is outlined in the VCC/VCCFA Collective Agreement Appendix XII. Requests to utilize the fund are reviewed by a Joint VCC/VCCFA Committee that makes recommendation to the Vice President Academic, Students & Research. The Joint VCC/VCCFA Committee is comprised of up to 2 Deans or Directors and up to 2 Faculty representatives appointed by the VCCFA. The Vice President Academic, Students & Research is responsible for the final approval of applications.

Guidelines

The Adjudicated and Common Faculty Professional Development Funds are to support various types of professional development activities. The funds are to assist faculty to remain current and active in their discipline and program. These funds are to be used for amounts greater than \$250 to a maximum of \$3,500 per fiscal year (April 1st to March 31st).

1. Faculty can apply for up to 3 separate professional development activities on **one** application form for the same fiscal year as long as the activities do not exceed \$1,000 for Adjudicated PD and \$3,500 for Common PD.
2. Where the amount requested is less than the maximum allowable, and where it is not known if further opportunities will emerge during the remainder of the fiscal year, the applicant is encourage to withhold submission until January (but before February), as subsequent applications within the same fiscal year to claim on remaining Common PD Fund allowances will not be considered.
3. All PD funding requests should be approved **prior** to commencing professional development event/activity. There is no guarantee that the PD funding request will be approved.
4. Some examples of events or activities, not in any specific order, for which the funds may be used include:
 - a. Events or activities that realize or further the College's Integrated Plan or a Department's strategic direction
 - b. Tuition for educational qualifications, i.e. certificates, diplomas, degrees
 - c. Speaking/presenting, or attending conferences or events (including travel, meals, registration, and accommodation). The funds will cover hotel accommodation for the days of the conference plus one day before or after the conference. Per diem food reimbursement for the days of the conference plus one day before and after for travel (less any meals provided at the conference). Meals will be reimbursed upto \$50.00 per calendar day in either Canadian or US funds.
 - d. Provincial Instructors Diploma (PID) reimbursements: Faculty should first check with the School of Instructor Education department if they could apply for a fee waiver before submitting an application to Adjudicated or Common funds. Consider the full cost of the program for that fiscal year instead of applying for funds for individual courses.
 - e. Group requests: Speakers/workshops for School or Department on topics related to best practices, future changes in methodology, pedagogy, technology, etc.
 - f. Events identified by a Dean, Director or Vice President as supporting the purpose of the Fund on a departmental, area-wide or program specific or College-wide basis
 - g. Other activities or events
5. These funds are **not** to be used for books, computers, software, activities not related to professional development, fees to maintain professional association memberships (e.g. licenses) or other purchases considered to be taxable benefits.

6. Faculty who access this fund must remain in the employ of the College for 1 year or repay to the College upon termination a pro-rated portion as determined by the College of the amount funded. The repayment provision will be waived in the event an employee is laid off or a Term employee's appointment is not renewed during the 1 year period.
7. Group requests: If a group of faculty wish to access the fund for a speaker or activity, the group should submit one form, signed off by Department sponsor or Department Leader indicating the faculty members participating in the activity.
8. Activities that span more than one fiscal year (April 1 – March 31) must be applied for each year. Example: Tuition fees for September and January terms would be applied to the current fiscal year. Tuition for the following April term would require a separate application for the new fiscal year.
9. Future access to funds may be denied to faculty members who have failed to comply with these guidelines.
10. Applications can be submitted in one fiscal year for activities taking place in the next fiscal year. For example you can submit an application in March for an event taking place in June.
11. Flight cancellation insurance enables travelers to be reimbursed for the cost of cancelled airline flights when the cancellation was due to unexpected events (i.e. medical reasons or death/imminent death, including immediate family members). The College recommends travelers purchase flight cancellation insurance for non-refundable airline tickets for travel outside of North America.

Eligibility

12. Funding is based on first-come first-served basis.
13. Faculty who have been employed seven months or more in the fiscal year (April 1 – March 31) at 50% or greater and are employed at the time of the event/activity are eligible. Term faculty who have been employed seven months or more in the fiscal year at 50% or greater and who will not have an appointment at the time of the event/activity must provide written confirmation from their Dean/Director that there is a strong likelihood that the term employee will be re-appointed within 4 months following their last day worked.
14. Eligible faculty should ensure that leave requests, as applicable (professional development time, leave without pay, education leave, etc.), are also completed and approved by the appropriate Dean/Director prior to application. Copy of leave form(s) **must** be included with the application.

Online Application Process

15. Applications can be submitted any time of the year and will be adjudicated by the Joint Committee. Applications should be submitted in advance of activities.

16. Allow up to 6 weeks for applications to be processed. A formal communication of the funding request will be emailed to the faculty member by the Vice President Academic's Office.
17. All requests must be submitted on or before February 28th of the fiscal year in which the event is taking place.
18. Complete the online **Application Form** and submit by email to acpdfunds@vcc.ca along with all supporting documents.

Professional Development Report/Presentation

After the professional development event or activity is complete Faculty must submit, to their Dean/Director, a written report describing the activity and the benefit to the faculty member and the department. In lieu of a written report the Dean/Director may accept as equivalent a presentation regarding the activity by the faculty member to their school/department.

Reimbursement

To receive payment faculty members should submit the following documentation to Accounts Payable at the Broadway Campus within **60 days** of completion of the activity:

1. Completed Cheque Requisition Form
2. Copy of the approved Application Form
3. Itemized Expense Claim Form
4. Original receipts

Additional resources:

B.1.3 Reimbursement of Expenses Policy

B.2.16 Travel Policy

Faculty Professional Development Proposal Form

VCCFA Collective Agreement Appendix XI and XII

Checklist:

Before submitting your online application form to either Adjudicated PD Funds or Common Faculty PD Funds, please ensure that you have completed the following:

- Indicate clearly whether this application is for Common and/or Adjudicated PD
- Indicate if activity relates to time taken on professional development time, leave without pay, education leave, etc.)
- Faculty Professional Development Proposal Form signed by Dean/Director if activity is to be taken during P.D. time
- Estimate of travel costs (airline, hotel, meals, taxi, car rental, visas, immunization, etc). You can download costs for travel and accommodations from the internet.
- Copy of the event registration (if applicable)
- Information about the event
- Estimate of total expenses in **Canadian funds**

Making sure that the above items are completed will prevent your application from being returned for further information.