



## GUIDELINES

### ADJUDICATED AND COMMON FACULTY PROFESSIONAL DEVELOPMENT (PD) FUNDS

(Appendix XI and XII of the VCCFA Collective Agreement)

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#### COMMITTEE

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The Adjudicated and Common Faculty PD Funds are to support various types of professional development activities and assist faculty to remain current and active in their discipline and program.

1. **ADJUDICATED PD FUNDS** (over \$250 up to \$1000 per fiscal year April-March):

\$50,000 has been negotiated 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 PD 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.

2. **COMMON PD FUNDS** (over \$1000 up to \$3500 per fiscal year April-March):

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 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.

## ELIGIBILITY

3. Faculty are eligible for Adjudicated and/or Common PD Funds every second year. The Committee will only accept applications from faculty members who did not receive funds in the last fiscal year. Waitlists will not be maintained. The Committee will put out a call if there are any remaining funds.
4. Faculty who have been employed seven months or more in the fiscal year (April-March) at 50% or greater and are employed at the time of the PD 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 PD 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.
5. Eligible faculty should ensure that leave requests, as applicable (professional development time, leave without pay, education leave, etc.), are completed and approved by the appropriate Dean/Director prior to application. Copy of leave form(s) **must** be included with the application.
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 of the amount funded as determined by the College. 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.

## SUBMISSION PROCESS

7. The Committee will start accepting applications December 1<sup>st</sup> of each fiscal for activities taking place in the next fiscal year. Applications should be submitted in advance of PD activities.
8. Separate application forms should be submitted for each fund.
9. PD funding requests should be approved **prior** to commencing PD activity. There is no guarantee that the PD funding request will be approved.
10. Allow up to 6 weeks for applications to be processed.
11. Faculty members will be notified by email of their funding request by the Vice President Academic's Office along with the cheque requisition and expense claim forms.
12. The Application Form along with all supporting documents must be submitted by email to [acpdfunds@vcc.ca](mailto:acpdfunds@vcc.ca). Paper submissions will not be accepted.
13. Applications should match the fiscal year (April 1 – March 31). Example: Tuition fees for September and January terms should be applied in the current fiscal year. Tuition for the following April term would require a separate application in the new fiscal year.
14. Applications can be submitted in one fiscal year for activities taking place in the next fiscal year. Example you can submit an application in March for an event taking place in June.
15. Future access to funds may be denied to faculty members who have failed to comply with these guidelines.

## ACTIVITIES

16. Faculty can apply for up to 3 separate PD activities on **ONE** application form for the same fiscal year as long as the total request does not exceed \$1000 for Adjudicated PD and \$3500 for Common. Only one request from each of the funds will be allowed each fiscal year.
17. 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,
  - c. Presenting or attending conferences or events (including travel, meals, registration, and accommodation),
  - d. Provincial Instructors Diploma (PID) reimbursements: There is currently a very limited budget for PID fee waivers, which is separate from these funds. Faculty should first check with the School of Instructor Education department if they can apply for a fee waiver before submitting an application for reimbursement of fees 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: School or Department workshops on topics that further the College Integrated Plan or Department strategic direction. The group should submit one form, signed off by Department sponsor or Department Leader indicating the faculty members participating in the activity,
  - f. Events identified by the Dean, Director or Vice President as supporting the College Integrated Plan or Department strategic direction,
  - g. Other activities or events.

## EXPENSES

18. All travel expenses must comply with the College's Travel Policy B.2.16.
19. Hotel accommodation will be reimbursed for the days of the conference plus up to two extra nights.
20. Meals will be reimbursed up to \$50 (Canadian or US funds) per calendar day for the days of the conference plus up to two extra days (less any meals provided at the conference).
21. Flight cancellation insurance will be reimbursed for non-refundable airline tickets. Flight cancellation insurance enables travelers to be reimbursed for the cost of cancelled airline flight when the cancellation was due to unexpected events (i.e. medical reasons or death/imminent death, including immediate family members).
22. The 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.

## REIMBURSEMENT

23. Reimbursement will only occur upon the completion of all activities. If there are multiple PD activities, faculty must wait until the completion of all activities and submit one reimbursement request. Multiple reimbursement requests will not be accepted.
24. For tuition reimbursement, submit the reimbursement request once the full approved limit has been reached.

25. Documentation should be submitted to Accounts Payable at the Broadway Campus within **60 days** of completion of the activity. Documents should include:
- a. Separate Cheque Requisition for each fund signed by the claimant including account codes:
    - i. Adjudicated PD Funds 20-9271-7540
    - ii. Common PD Funds 20-9272-7540
  - b. Copy of the approved Application Form (with Committee signatures),
    - a. Itemized Expense Claim Form,
    - b. Original receipts detailing expenses (not just credit card statements).
26. Faculty members are responsible to pay their own expenses, splitting or charging expenses to another faculty member's credit card could be rejected by Finance. Hotel statement and travel documents should clearly indicate the faculty members' name.

**ADDITIONAL RESOURCES:**

- Application Form: Adjudicated and Common PD Funds
- B.1.3 Reimbursement of Expenses Policy
- B.2.16 Travel Policy
- Faculty Professional Development Proposal Form
- VCCFA Collective Agreement Appendix XI and XII
- Cheque Requisition
- Expense Claim Form