



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.

WHAT CAN I USE MY PROFESSIONAL DEVELOPMENT FUNDS FOR?

The funds may be used to assist with:

- ◆ 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
- ◆ home internet charges

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

PD funds **cannot** be used for::

- office supplies such as paper, computer ink etc..
- cases/covers for electronic equipment
- warranties for electronic equipment
- travelling expenses or accommodation for PD when the main reason for travel is vacation
- pooling funds for a purchase

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 go to 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 original hard copy receipts (do not send your request electronically)** 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.
3. Please ensure your inter-office envelope is addressed to: **PD Funds Committee (BWY or DTN – which ever campus you work at.)**

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

Applicants must complete ALL information requested in sections 1, 2, and 3.

MY PD REQUEST WAS SENT BACK. WHY?

- no name
- no signature
- no description of request
- funds requested were not provided 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 application form from a conference with no payment information.

Valid receipts are: the original receipts from a business, monthly billing receipts from a cable company for internet charges, e-mail receipts, a conference form that has both the conference cost and proof of payment 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. Credit card statements showing the amount paid in Canadian currency must be included with your application if you the amount you paid is displayed in a foreign currency on your receipt.

Monthly billing statements from your cable company must show the internet charges as a separate line item. Discounts/bundling must be deducted.

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 meeting schedule of your PD Funds Committee
- 3) the schedule of the accounts payable department

Generally, 2 to 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 a full time leave. Instructors returning from full time leave are not eligible for PD Funds unless they are able to perform seven months of duty within the fiscal year.

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 directly 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 31st), any PD Funds that have not been claimed is considered "TOP UP". Any instructor who has spent over their limit is eligible for a percentage of "TOP UP." The amount of "TOP UP" funds changes from year to year. It is in the interest of instructor 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.

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:

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)