



APPLICATION FORM:

Faculty Adjudicated and Common Professional Development (PD) Funds

Check off the appropriate box:

Adjudicated PD (>\$250 and up to \$1000) OR

Common PD (\$1000 up to \$3500)

Guidelines for Faculty Adjudicated and Common PD Funds have been revised effective October 2018. Review the guidelines before submitting your request by email to acpdfunds@vcc.ca. Submit separate applications for each fund.

Individual Application:	
Date of Application:	Faculty employee #:
Applicant name:	Department:
Contact email:	Employment status of applicant: (Term/Regular and % time status for part-time)

Group Application:	
Date of Application:	Department:
Departmental Sponsor:	Contact email:
Faculty members participating in group activity:	

1. SUBMISSION PROCESS:

- a. 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 are not maintained, a call will be communicated if funds remains.
- b. The Committee will accept applications **December 1st** of each fiscal for activities taking place in the next fiscal year. Applications are to be submitted in advance of PD activity. There is no guarantee that the PD funding request will be approved. Allow up to 6 weeks for applications to be processed.
- c. Applications can be submitted in one fiscal year for activities taking place in the next fiscal year subject to the alternating year criteria. Example, you can submit an application in March for an event in June.
- d. Faculty are responsible for researching and moving forward with the most economical option related to conference registration, travel, hotel, tuition, and other expenses. Website links to the conference or program of study should be included in the application form. Separate attachments such as printout from travel sites are not required.



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2. DESCRIPTION OF ACTIVITY INCLUDING LOCATION AND DATES:

Activity # 1:	Dates and location:
Description: <i>(include website links to the conference or program of study. Separate attachments are not required)</i>	

Activity # 2:	Dates and location:
Description: <i>(include website links to the conference or program of study. Separate attachments are not required)</i>	

Activity # 3:	Dates and location:
Description: <i>(include website links to the conference or program of study. Separate attachments are not required)</i>	

3. RELATED LEAVE TIME

<i>Explain the type of leave related to this funding request (PD, education leave, vacation, other leave):</i>
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4. PROFESSIONAL COMPETENCE

<i>Explain how this activity maintains and develops professional competence and effectiveness to remain current in your discipline or program. Also, explain how the activity aligns with the Integrated College Plan (ICP) or Department strategic direction.</i>
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5. ESTIMATED EXPENSES:

Enter amounts in Canadian Dollars or state currency used

	Number of conference nights/ meals	Activity #1	Activity #2	Activity #3
Date of activity/conference				
Tuition fees/conference registration				
Travel (airfare)				
Flight cancellation insurance				
Ground transportation (car rental, taxi, bus, mileage, etc)				
Accommodation (indicate number of nights' accommodation requested)				
Meals (indicate number of days requested)				
Other (specify details)				
Amount requested per activity				

6. AMOUNT REQUESTED:

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7. FOR COMMITTEE USE

Check off the appropriate box:

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Common PD (\$1000 up to \$3500)

Applicant Name:
Recommended by Committee:
Not Recommended by Committee:
Amount approved:
Account code (<i>enter this account code on the cheque requisition</i>):

Committee Member Signatures:

Administration rep:	VCCFA rep:
Date:	Date:

8. FOR VICE PRESIDENTS' USE ONLY – COMMON FACULTY PD ONLY

Applicant Name:
Decision:
Amount Approved:
Signature:
Date: