



## GUIDELINES

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

(Appendix XI and XII of the VCCFA Collective Agreement)

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#### COMMITTEE

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For all inquiries and submissions email [acpdfunds@vcc.ca](mailto:acpdfunds@vcc.ca)

The Adjudicated and Common Faculty (ACPD 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 \$1500 per fiscal year April-March):

\$65,000 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 \$1500. 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 & Research.

2. **COMMON PD FUNDS** (over \$1500 up to \$4500 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 & 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 & Research is responsible for the final approval of applications.

#### ELIGIBILITY

3. Faculty are eligible for Adjudicated and/or Common PD funds every other year. Waitlists will not be maintained.

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 the activity. These forms are not required for the ACPD Fund submission.
6. Faculty who access this fund must remain in the employ of the College for 1 year or repay 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 from faculty members who did not receive funds in the current 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 must be approved **prior** to commencing PD activity. There is no guarantee that the PD funding request will be approved. Allow up to 3 to 4 weeks for applications to be processed.
10. Faculty are responsible for researching costs of conference, travel, hotel, tuition, and other expenses and moving forward with the most economical option. Website links to the conference or program of study should be included in the application form. Separate attachments are not required.
11. The Application Form must be submitted by email to [acpdfunds@vcc.ca](mailto:acpdfunds@vcc.ca). Paper submissions will not be accepted.
12. Faculty will be notified by email of their funding request by the office of the Vice President Academic & Applied Research, along with a Emburse reference guide and approved application form.
13. Future access to funds may be denied to faculty members who have failed to comply with these guidelines.

## ACTIVITIES

14. Faculty travelling outside of Canada are required to submit an "[International Travel Risk Assessment](#)" form, as per [International Travel Risk and Security Policy 207](#). The completed form, with Dean's signature must be submitted via email, with the approved Adjudicated or Common application, to [secure@vcc.ca](mailto:secure@vcc.ca) for a risk assessment.
15. Faculty are encouraged to check the Government of Canada Travel Advise and Advisories by Destination website **before** submitting applications for international travel – <https://travel.gc.ca/travelling/advisories>. It is the faculty's responsibility to review the travel advisories for their desired travel location.

16. Faculty can apply for up to 3 separate PD activities on one application form. Should you wish to apply for additional activities, please list details on a separate sheet. The total request cannot exceed \$1,500 for Adjudicated PD and \$4,500 for Common.
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 ACPD 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. Group applications will be held to the same alternating year criteria as individuals;
  - f. Events identified by the Dean, Director or Vice President as supporting the College Integrated Plan or Department strategic direction; and
  - g. Other activities or events.

## EXPENSES

18. Those using ACPD funds for travel and expenses are referred to [Expenses and Travel Policy 110](#).
19. Hotel accommodation will be reimbursed for the days of the conference plus up to one extra night. A second night of hotel accommodation may be approved by the Committee on the following basis:
  - a. the conference is hosting a professional or social event outside the days of the conference; or
  - b. the combined cost of flights and hotel accommodation is cheaper with a second night of accommodation; or,
  - c. there are no flights the day before the conference or the day the conference ends.
20. Meals will be reimbursed up to \$60 (Canadian or US funds) per calendar day for the days of the conference, including meal expenses incurred while on route to and from the conference destination (less any meals provided at the conference or on flights).
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, subscriptions, memberships (except fees that reduce the conference cost – see #24) and activities not related to professional development, fees to maintain professional association memberships (e.g. licenses) or other purchases considered to be taxable benefits.
  23. If a membership in an organization results in the reduction of the cost of the conference you are attending, the cost of that membership can be claimed under PD Funds.

## REIMBURSEMENT

24. 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.
25. Tuition fees are reimbursed once the approved limit has been reached.
26. Reimbursements will only be processed through Emburse upon completion of all activities, and prior to year-end March 31. **Do not send documents to the ACPD Committee.**
27. 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](#)
- [Expenses and Travel Policy 110](#)
  - [Emburse](#)
- [International Travel Risk and Security Policy 207](#)
  - [International Travel Risk and Security Form](#)
- Faculty Professional Development Proposal Form
- VCCFA Collective Agreement Appendix XI and XII