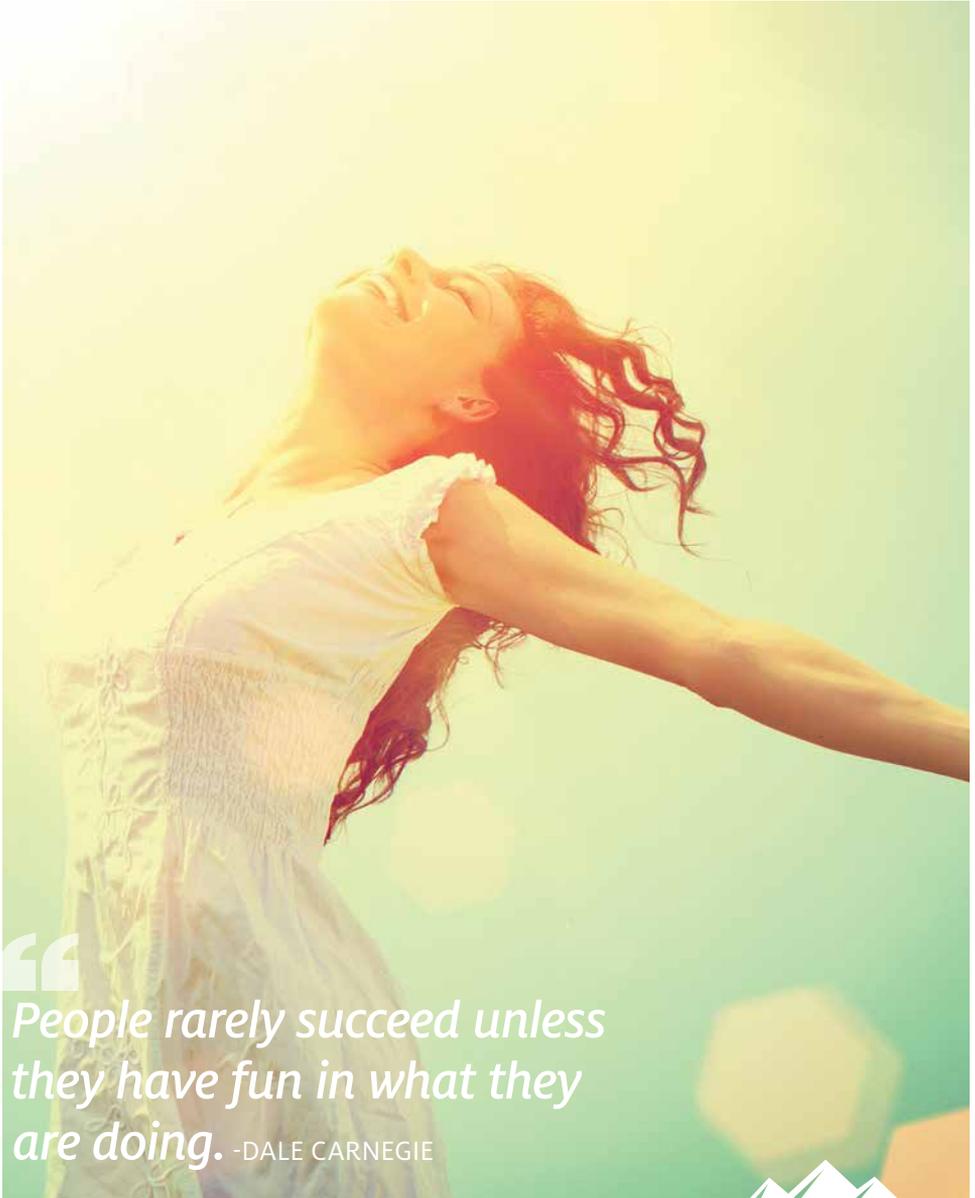


Professional Development Handbook

FOR SELKIRK COLLEGE STAFF & FACULTY



“

*People rarely succeed unless
they have fun in what they
are doing.* -DALE CARNEGIE

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INTRODUCTION

“The secret of getting ahead is getting started.”

– Mark Twain

This Handbook provides information on all Selkirk College Professional Development Committees and will be your reference guide in accessing professional development funds.



Although there are many similarities across these committees, each has its own “*Terms of Reference*” to define how the committee is governed and how the funds are administered. You can find these terms of reference in the individual PD areas within this handbook.

Names of contacts for each committee can be found at My.Selkirk.ca/staff/tools/.

PURPOSE OF PD FUNDS

The intent of this funding is to encourage the professional development of Selkirk College employees.

PD funds provide for activities which would not normally be available through other College channels and which meet one or more of the following objectives:

- i. Remain current in one’s discipline.
- ii. Improve teaching skills, administrative skills, and/or professional status.
- iii. Meet changing departmental or College objectives.
- iv. Align with a development action plan.

GENERAL GUIDELINES

Criteria for deciding on the appropriateness of support will be outlined in the *“Terms of Reference”* of each PD committee.

Professional development may involve a wide range of expenditures and activities. Acceptable expenditures may include, but are not limited to:

- Costs incurred in bringing in resource personnel, conference or workshop registration fees, course fees, travel expenses, accommodation costs, and food costs.
- Purchase of reference materials for purposes of professional development, not instructional use. Examples of *“Reference materials”* may include books, journals, software, multimedia materials, or memberships in associations which produce professional documentation.

Some committees allow PD funding to be combined with support from other college-related funds.

HOW TO APPLY

There is one fillable application form for all Professional Development. Download the electronic application form located at My.Selkirk.ca/staff/tools/. The application form should be completed electronically.

Forward the electronically completed application form and supporting documents such as conference agenda, meeting agenda, course outline, etc. to your supervisor for approval and signature. Once approved, by your supervisor, forward the entire package to your PD Committee Administrator.

Incomplete applications will be returned for completion and re-submission.

Activities that involve representing Selkirk College in developing liaisons with other institutions **must** be sponsored by the Dean and at least one senior college administrator.

Remember that the PD Committees **require at least ten working days** to process your request, and Finance Department requires a similar period of time, so allow yourself at least 4 to 5 weeks of lead time. International travel requires(s) approval before your travel dates. **Once you have received approval from your supervisor and PD Committee you will work with the finance department to process the financial portion of your application.**

****Note: The PD year is the same as the College Fiscal year - April 1 to March 31***



Our employees and their development are key to our success. An effective Professional Development Program, one that is rooted in the College's values, is therefore a critical component of the College's ability to achieve its potential.

PPWC PROFESSIONAL DEVELOPMENT COMMITTEE

TERMS OF REFERENCE — PPWC

Purpose

The purpose of the Professional Development Committee is to determine eligibility of applications, and if appropriate approve applications and provide funding for employees wishing to pursue further education.

Committee Membership

Membership of the Committee will be composed of three PPWC members and two members of Management.

Guidelines

- i. The maximum funding allowable per person per fiscal year will be \$750.
- ii. A determination will be made by the Committee as to whether the funding request should be applied to College Directed Professional Development or to the Employee Driven Professional Development Fund.

- iii. The Professional Development Committee will meet once a month or on an as needed basis to review applications.
- iv. Funds may be used to cover any reasonable cost involved with the course (travel, textbooks, tuition, LRF, Student Activity Fee, etc.)
- v. Applicants will be responsible for providing an Activity Report following the event, and for clearing all travel advances. No further Professional Development funds will be available to an individual until these things have been completed.
- vi. . Employees taking upgrading courses on an ongoing basis must re-apply for funding for each course or set of courses.
- vii. Employees must take advantage of Article 19.01 before applying for Professional Development funds. Professional Development funds can be applied for by part-time and casual employees to top up the course allowed in Article 19.01.
- viii. Professional Development funds are not pro-rated for part-time or casual employees.

- ix. Employees must have seniority to apply for PPWC Professional Development funds.
- x. Courses will be charged to the fiscal year in which they are applied for and paid for.
- xi. Professional Development funds can be used at Selkirk College or elsewhere for job-related courses. Funds for employee wellness and personal wellbeing (including hobbies, etc.) will be provided only if the course is offered by Selkirk College. Exceptions to this will require unanimous approval of the Committee.
- xii. The Committee reserves the right to approve or not approve any courses applied for.

SUPPORT FOR THE COMPLETION OF CREDENTIALS (PPWC)

General Guidelines

Selkirk College is committed to encouraging and assisting employees in the acquisition of credentials that will maximize their performance in their existing positions or prepare them for new opportunities within the College. Financial support for PPWC employees wishing to undertake a credential, technical or professional program will be granted at the sole discretion of the President, subject to budgetary constraints.

Scope

These guidelines apply to technical or university-level credential programs and are in addition to the provision for professional development support available through the PPWC Professional Development fund.

Eligibility

All PPWC employees in ongoing positions, who have been at the College for at least two (2) years, are eligible to apply.

The number of applications funded will be based on budgetary constraints.

While an annual amount of \$10,000 has been dedicated to this specific funding, other under subscribed sources of employer directed PD funds may be considered at the Colleges discretion, and applied towards additional applications.

Management Committee will review the applications, in consultation with the appropriate supervisor if required. The Management Committee through the Human Resource Director will provide their recommendations to the President for final approval.

Recommendation and final approval will be based on the College's planning and/or operational needs.

Support Provided

The College will reimburse an employee 50% of the costs associated with a credential, including tuition, books, travel and residence accommodation where required, to a maximum of \$10,000 over a 2 year period (pro-rated for employees whose appointment is less than 100% FTE). Employees are encouraged to access additional funds, if required, through the PPWC Professional Development fund.

The College will also support the employee for time away from work on a shared basis, whereby the employee will utilize vacation time for 50% of the time needed away from work, and the College will provide an equivalent amount of paid time off to a maximum of three (3) weeks annually for a 2 year period.

The Employee and his/her Supervisor are responsible for ensuring that the time off does not negatively impact the operations of the Department or School.

An employee who is granted financial support under this program must agree to remain in the employment of the College for a minimum of 2 years after completion of or withdrawal from the program, whichever is sooner. Should the Employee leave before the end of this two-year period, he/she must repay the College for monies received, in proportion to the amount of time left (for example, an Employee who leaves after one year will be liable for 50% of the monies received).

Support from this program will only be available to employees who have not received said support for 5 years.

Procedures

Employees should apply in writing to the Director of Human Resources prior to registering for the program.

The request must include the following information:

- i. program description (credential title and description);
- ii. anticipated start and end dates;
- iii. estimated costs, broken down by: tuition, textbooks, travel, residential or other accommodation;
- iv. if applicable, and other costs;
- v. rationale as to how this program will benefit the College;
- vi. rationale as to how this credential fits in with the Employee's short- or long-term career goals; and,
- vii. a letter of support from the Employee's immediate supervisor.

The deadline for applications is June 1st of each year.

PPWC TUITION REMISSION (ARTICLE 19.0)

** Requires a separate application process. See application and guidelines on My.Selkirk.ca/staff/tools/.*

Tuition remission relief is available for eligible Selkirk College courses for PPWC members, their partners and dependents as a benefit per Article 19.0 of the PPWC Collective Agreement,

Eligibility and Support Provided

To access this benefit, employees must have attained seniority. Full tuition relief for an unlimited number of eligible courses is available to full-time or part-time employees with regular contracts. On-call PPWC employees can access a pro-rated amount based on the amount of time worked in the year prior for one course per student calendar year. Approved requests cover tuition expenses only and do not apply to other fees or taxes.

Procedures

Tuition remission must be applied for jointly with PD for Selkirk courses – tuition remission will be considered first with any remaining balances applied to the PD request. Tuition remission forms are available at My.Selkirk.ca/staff/tools/. Once you have the form completed, register for the course(s) and ask for a "Course Registration Statement". Attach this to the form and submit to HR at least two weeks in advance of the course. Late applications will be accepted but may not be processed immediately. Please know that tuition remission is considered a taxable benefit.



EXEMPT STAFF PROFESSIONAL DEVELOPMENT

TERMS OF REFERENCE — EXEMPT

- i. To administer professional development funds to the college's exempt employees.
- ii. To approve/disapprove applications from Exempt staff for professional development funding.
- iii. To assist the Staff Development Committee in planning and recommending programs.

Membership

The committee shall consist of four administrative staff, three elected by the membership and one appointed by the Human Resources representatives.

Terms of Office

Committee members shall serve a minimum of two years.

Funding

Allocation of funds is the responsibility of the President. Administration of allocated funds is the responsibility of the Exempt Staff Professional Development Committee.

General Guidelines

- i. Exempt staff members who have been in the employ of the College for 12 months may apply to the committee at any time for funding for activities which meet one or more of the following objectives:
 - remaining current in one's area of expertise
 - improving administrative skills
 - meeting changing departmental or college objectives

The major criterion for deciding to support an activity will be the demonstration of direct relevance to the administrative responsibilities of the individual. Direct and indirect benefits to the College are also valid criteria. The committee may consider applications for professional development that result in personal development.

- ii. Professional development may involve a wide range of expenditures and activities, both on and off campus. Acceptable expenditures include, but are not limited to,
 - costs incurred in bringing in resource personnel, conference registration fees, course fees, travel expenses, accommodation and per diem costs or,
 - purchase of textual or A/V material, publication costs, equipment rentals or purchase related to a specific approved PD project.

Applications from staff bearing the supervisor's endorsement may be eligible for funds to **augment the support provided by departmental budgets**. The maximum level of support provided by the committee will be determined annually. All full-time staff are eligible for funding. Part-time staff may be eligible for funding on a pro-rated basis.

APPLICATION PROCEDURES

- i. The exempt staff member completes a Professional Development Funding Application form available at My.Selkirk.ca/staff/tools/.
- ii. The staff member sends the completed forms to his/her supervisor for approval along with the relevant supporting documents. Departmental support for the activity must be indicated at this time.
- iii. If the activity is approved and totally funded by the department supervisor, complete and forward Travel Advance Request and supporting documents to Finance for processing.
- iv. If additional PD funds are required, forward the application with the required signed departmental recommendation at least 30 days prior to the activity to the Chair of the Exempt Staff Professional Development Committee. Unless applications are received at least 30 days prior to the activity, funding cannot be expected prior to the event.
A retroactive application will be considered if received within 15 days of the activity undertaken.
- v. Incomplete applications will be returned to the applicant for completion and re-submission.
- vi. The staff member must submit a written report of the PD activity to the PD Committee Chair within 60 days of completion of the activity. ***Failure to file an activity report renders that member ineligible for PD assistance for the next fiscal year.*** A completed expense report and all required receipts should be cleared through Finance.

EXEMPT TUITION REMISSION (ARTICLE 10.2)

**Requires a separate application process.
See application and guidelines at
My.Selkirk.ca/staff/tools/.*

Tuition remission relief to a 50% level is available for eligible Selkirk College courses for Exempt staff, spouses and dependents as per Article 10.2 of the Administrative Staff Employment and Benefit Program.

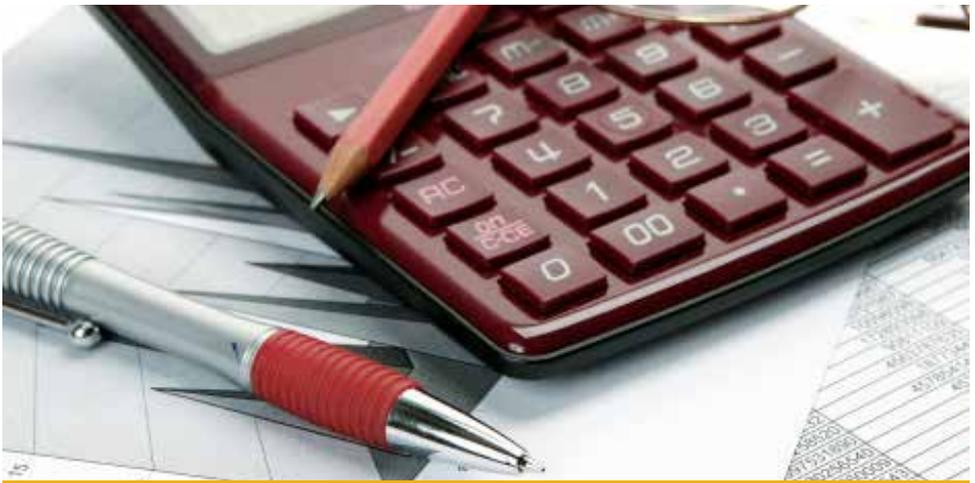
Eligibility and Support Provided

To access this benefit, employees must hold a position that is classified at or below step EX 7 on the Exempt Staff pay grid per Appendix A. The spouse and dependent children of an exempt employee are eligible provided they are not employed by the College. Approved amounts cover tuition expenses only and do not apply to other fees or taxes.

Procedures

Tuition remission may also be applied for jointly with PD for Selkirk courses – tuition remission will be considered first with any remaining balances applied to the PD request. Tuition remission forms are available at My.Selkirk.ca/staff/tools/. Once you have completed the form, register for the course(s) and ask for a “Course Registration Statement”. Attach this to the form and submit to HR at least two weeks in advance of the course. Late applications will be accepted but may not be processed immediately. Please know that tuition remission is considered a taxable benefit.





SCFA COMMON PROFESSIONAL DEVELOPMENT FUND

Our employees must be engaged and their talents developed to ensure the continued success of Selkirk College. This intention is evident in our Values, in our Pillars of Success, and in our Strategic Directions. Therefore, an effective professional development program is a necessary component of a vibrant and sustainable college community.

COMMON FACULTY PD FUND—SCFA TERMS OF REFERENCE

Process and Criteria for Review and Adjudication of Applications

This fund will consist of 0.6% of faculty salaries, per article 3.1 of LOU #6 of the Common Agreement. Two separate funds will be set up, one for BCGEU employees and one for SCFA employees.

The process and criteria for review and adjudication described in this document have been developed to ensure that this fund benefits as many individual SCFA members as possible.

The fund will be administered on a fiscal year basis (April 1 through March 31). It is the intent of both the College and the Union to fully utilize the funds that are available each year. **Requests for a paid leave will not be considered.**

Criteria

The fund will support the following types of PD initiatives, in order of priority.

First priority: Group PD

These are initiatives that benefit groups of employees on a Program, School, Department or College-wide basis. For example: speakers, workshops or video-conference-based lectures or train-the-trainer events. **To be considered under this category, the PD event must have an impact beyond the individual participants or recipients of the funding.**

Within this category, priority will be for:

- Requests that are clearly linked to College priorities (e.g. Strategic Directions such as Teaching and Learning, Student Experience, Applied Research, etc.) or major initiatives (e.g. Enrolment Management, Distributed Learning), or
- Education and training that will increase competence related to policy or statutory requirements (e.g. Human Rights).

There are two types of Group PD and these are described below. Please read the definitions and criteria carefully.

- i. The first type of Group PD involves events, such as bringing in a guest speaker or facilitator who will present to a group of people, lead a workshop, train employees, etc. Applications for this type of Group PD must be supported by the School Chair/Department Head and at least one other SCFA member.
- ii. The second type of Group PD involves an applicant or number of applicants attending a PD activity, such as a conference or workshop, so that the applicant(s) can facilitate a training event upon their return. In this case, the designation of Group PD refers to the training event that will happen when the applicant(s) of the funding return. Each of the following must be included in the application for it to be considered as Group PD:
 - A proposal that outlines:
 - i. how attending the PD activity will support a specified initiative identified by the School or Department; and
 - ii. upon the applicant's return, the event(s) in which the applicant(s) will be training other employees. This proposal must include an agenda and specific outcomes for the training event, the date and location, and the names of SCFA members who have committed to attend.

- Applications for this type of Group PD must be approved by the School Chair/ Department Head and include a letter of support signed by SCFA members who are committed to attending the training event(s) proposed. The number of signatures must be greater than the number of SCFA members requesting to attend the PD activity. **If funding is received, the follow-up report must provide feedback on the training event, date, duration, number of attendees and outcomes.**

**Note: Normally, the maximum amount of funding that a group is eligible to receive, under this category, is \$7,000.*

Second priority: Individual PD

These are initiatives that benefit individuals. Within this category, priority will be for:

- Personal PD to increase an instructor's skill as a teacher or development of new competencies where a need has been identified in the School's Operational Plan, or;
- Personal PD to increase an employee's currency in his/her discipline, or speaking or presenting at a conference or event that is related to their employment at the College;
- Textual materials that are related to their employment at the College.

All requests for Individual PD must first be directed to the Regular SCFA PD Fund chaired by Rebecca Jacobson. If the application is approved by Regular SCFA PD and the amount required exceeds the Regular SCFA PD limit, the application will be forwarded to Common PD for the additional funding up to \$2,000.

Individuals who have used their Regular SCFA PD funds may also apply to Common PD to fund further PD activities. The maximum amount one person can receive for individual

PD events in a fiscal year is \$2,000. Funding for electronics, hardware, software, etc. will not be considered.

Process

- i. A Committee will be appointed by the Vice President, Education and Students, consisting of two administrators and two SCFA members selected by the Faculty Association.
- ii. All SCFA members are eligible to apply for funding. Individuals with term appointments (i.e. casual short-term) are eligible to apply for funding for activities that begin before the employee's appointment end date.
- iii. Applications for Group PD events must be approved by the School Chair/ Department Head and at least one other SCFA member depending on the type of PD. See the above Terms of Reference for complete application instructions.
- iv. Applications must be completed electronically and may be submitted at any time. Incomplete applications will be returned to the applicant. It is the applicant's responsibility to ensure all required signatures and approvals are on the application form and submitted by the appropriate deadline. Applications forwarded from the SCFA PD committee during the summer months may not be reviewed until September.
- v. The Committee will review applications through an electronic forum. The committee may call face-to-face meetings where deemed necessary (e.g. review of Terms of Reference).
- vi. The Committee will recommend which applications are to be funded and at what level in accordance with the priorities outlined above.
- vii. The Vice President, Education and Students will make the final decision.
- viii. Individuals and groups who receive funding must submit a PD report to the Vice President within one month of completing the activity. Failure to fulfill this requirement shall render the applicant (either the individual applicant or the person who applies on behalf of a group) ineligible for future funding.
- ix. The Committee will review an application according to the dates listed in the Timelines section. Applications that have been forwarded from the regular SCFA committee will be reviewed shortly after they are received. The office of the Vice President will reply to the applicant within one week of the application review date.
- x. The Committee cannot guarantee that "rush" applications requiring replies outside of the Timelines listed will be processed in time.
- xi. The Committee will review applications as long as sufficient funds are available.
- xii. Applications not funded in one review will not be forwarded to the next review cycle.

TIMELINES - SEE CHART BELOW

APPLICATION DEADLINE	REVIEW DATE	MAXIMUM ALLOCATION OF AVAILABLE FUNDS
March 1 st	March 15 th	Up to 50% of the total funds available in the upcoming year
June 1 st	June 15 th	Up to 75% of the total funds available
Sept 1 st	Sept 15 th	Up to 100% of the total funds available
Dec 1 st	Dec 15 th	Up to 100% of the total funds available



BCGEU COMMON PROFESSIONAL DEVELOPMENT FUND

Our employees must be engaged and their talents developed to ensure the continued success of Selkirk College. This intention is evident in our Values, in our Pillars of Success, and in our Strategic Directions. Therefore, an effective professional development program is a necessary component of a vibrant and sustainable college community.

COMMON FACULTY PD FUND - BCGEU

This information pertains only to the Common Professional Development Fund as outlined in Article 17 of the current Collective Agreement between Selkirk College and the BCGEU.

TERMS OF REFERENCE

Process and criteria for review and adjudication of applications

This fund will consist of 0.6% of faculty salaries as per Common Agreement, Article 17. Effective February 1, 2017 a common faculty professional development fund will be set at a point seven of one percent (0.7%) of the annual BCGEU salary.

The process and criteria for review and adjudication described in this document have been developed to ensure that this relatively small fund benefits as many individual BCGEU members as possible.

The fund will be administered on a fiscal year basis, which is April 1 through March 31. It is the intent of both the College and the Union to fully utilize the funds that are available each year.

CRITERIA

The fund will support the following types of PD initiatives, in order of priority:

Priority One: Group PD

The first priority will be given to initiatives that benefit groups of faculty in a Program, School, Department or College-wide.

For example: speakers, workshops or video-conference-based lectures, or train-the-trainer event, where one or more faculty members attend a training event and commit to share their learning with colleagues afterwards. (To be considered under this category, the PD event must have an impact beyond the individual participants or recipients of the funding.)

Within this category, priority will be for:

- Requests that are clearly linked to College priorities (e.g. Pillars of Success such as: Focus on the Learner; Teaching Excellence etc. and Strategic Directions such as Increase Enrolments and Community Development and Innovation) , or
- Education and training that will increase competence related to policy or statutory requirements (e.g. Human Rights).
- When an application involves an employee(s) attending a PD event and then upon their return, includes an opportunity to share the learning with other college members the application must include a demonstration of each of the following:
 - i. A proposed schedule of events for disseminating the information; e.g. workshops, Discovery Day sessions, and
 - ii. Letters of support from colleagues who are interested in attending the events listed. The number of members supporting this application must be greater than the number of members requesting funding in the application.

- If funding is received under these conditions, then the follow up report must contain feedback on the scheduled information session(s); i.e. dates, duration, and number of attendees

****Note: Normally, the maximum amount of funding that a Group is eligible to receive under this category is \$5000. Under special circumstances, a greater amount may be considered by the committee.***

Priority Two: Individual PD

The second priority will be given to initiatives that benefit individuals.

Within this category, priority will be for:

- Personal PD to increase an instructor's skill as a teacher or development of new competencies where a need has been identified in the School's Operational Plan or College Strategic Directions.
- Personal PD that supports a personal development plan.
- Personal PD to increase a faculty member's currency in his/her discipline.
- Speaking or presenting at a conference or event.

****Note: A member may submit any number of applications but the maximum amount of funding that they are eligible to receive in a fiscal year is \$2500. Funding for Group PD will not normally be applied to the Individual \$2500 maximum. If the total amount of funding requested in PD applications is greater than the PD funding available then priority will be given to individuals who have not received any funding in the current fiscal year. Funding for electronics, hardware, software, or the like will not be considered.***

COMMITTEE

- The composition of the review committee will be the BCGEU Professional Development Committee established under Article 17.1 (b) of the BCGEU Collective Agreement.
 - The Committee will meet at set intervals (see Timelines, below) to review all applications received by the announced deadlines.
 - The Vice-President Education and Students may call additional meetings of the Committee if a particular application is deemed to be both time-sensitive and exceptional in nature. Items such as early-registration discounts will not merit additional meetings.
 - The Committee will recommend which proposals are to be funded and at what level.
 - The Vice President Education and Students will make the final decision.
 - The Committee will have a designated Administrator.
- A completed proposal consists of:
 - i. A completed Application Form, including a School Chair signature, or electronic approval and, for a group application, one additional signature, and
 - ii. Supporting documents such as workshop/conference agenda, course outline, etc.
 - Completed proposals will be submitted to the designated Administrator.
 - Completed proposals may be submitted at any time, but will be considered as per timelines noted below.
 - Employees who receive funding from this fund must submit a PD Activity report to the designated support person within three months of completing the activity. Failure to fulfill this requirement shall render the faculty member ineligible for future funding.
 - The report may be shared with other college employees.

PROCESS

- All BCGEU faculty members are eligible to apply for funding.
- Proposals for Group PD events must be signed by at least two people.

TIMELINES - SEE CHART BELOW

APPLICATION DEADLINE	REVIEW DATE	MAXIMUM ALLOCATION OF AVAILABLE FUNDS
March 1 st	March 15 th	Up to 50% of the total funds available in the upcoming year
May 1 st	May 15 th	Up to 65% of the total funds available
Sept 1 st	Sept 15 th	Up to 85% of the total funds available
Dec 1 st	Dec 15 th	Up to 100% of the total funds available



SCFA PROFESSIONAL DEVELOPMENT COMMITTEE

TERMS OF REFERENCE— SCFA PD COMMITTEE

Reporting To

SCFA Executive

Composition

Five SCFA members and two administrators shall make up the committee to administer SCFA PD funds.

Term of Appointment

Each SCFA member shall be elected for a two year term. Administrators are appointed by the College President to serve for an unspecified duration.

Meetings

Such meetings as are required to fulfill its responsibilities.

Observers

By invitation of the Chair.

Committee Chair

The Committee shall elect a new Chair at the first Committee meeting following the SCFA Spring AGM. The Chair, an SCFA member, is expected to serve two years in this position. The Chair or designate shall have observer status at meetings of the SCFA Executive with voice but no vote.

Quorum

A simple majority of SCFA PD Committee members.

Voting

Positions are adopted by simple majority of those voting.

Administrative Responsibilities

The committee will establish and oversee the processes for members to request funding, for the committee to review requests, for funds to be distributed according to approvals, and activity reports to be published.

Fiscal Responsibilities

The committee will periodically review and adjust the types and amounts of funding available to the members, prepare an annual budget, present the budget to the SCFA membership for final approval, administer the expenditures against these funds, and present a financial report annually to the SCFA membership. Documentation and approval of expenditures shall generally be made in accordance with guidelines followed by Selkirk College Accounting standards and policies; however, international travel per diem will be reimbursed at the same rate as domestic per diem for travel related to SCFA professional development activities. Some funds may be used for staff and supplies to support committee responsibilities.

Funds

Types of individual funding will include: assisted leave, tuition support, reimbursement for reference materials, and activities that may require cash advances to members. Department workshop funding may be supported if sufficient funds are available.

Assisted Leave

The committee will review requests for assisted leave and recommend a candidate to the College President for selection. Funding for this leave will be withdrawn from SCFA PD funds in accordance with the Selkirk College-SCFA contract.

Committee Vacancies

When an SCFA member resigns with more than 3 months remaining in their term, SCFA members will be polled for volunteers to complete the term. If a meeting of all SCFA members is expected within 3 months, the committee can operate at less than full complement until an election can be held at the meeting.

A replacement for a management representative will be at the discretion of the Selkirk College Executive Committee.

No Deficit

The committee recognizes that overspending should not be allowed to occur.

DETERMINING ELIGIBILITY

Eligibility for activities is determined by your status on the date of the activity and where this date falls in the fiscal year. (The fiscal year is April 1 through March 31.)

You are eligible if you have completed:

- Less than two semesters of work within the SCFA bargaining unit, you may be eligible for funding at the discretion of your School Chair and the PD Committee. If approved, funding will be pro-rated according to your contract percentage (FTE) for an activity that takes place during the contract period.
- At least two semesters within the SCFA bargaining unit, you are eligible for Regular PD funding. You may be eligible for funding for activities that occur outside the contracted period at the discretion of your School Chair and the PD Committee. No distinctions shall be made based upon the proportion of FTE for such employees.
- At least four consecutive semesters of work within the SCFA bargaining unit, you may choose to apply for Special PD funds.
- At least six consecutive semesters of work within the SCFA bargaining unit, you may choose to apply for tuition support
- The equivalent of three (3) years of full time employment, you may choose to apply for an assisted leave.

“Consecutive semesters” normally means two semesters in a row - for example, Fall 2009 and Winter 2010. However, some faculty teach courses that are only offered once per year. In that case, Fall 2008 and Fall 2009 can be viewed as consecutive semesters.

Losing eligibility

If you do not submit final documentation for your activity, you become ineligible for further funding until the activity report, expense report, and appropriate receipts are received.

You can submit reports after the due date to re-establish limited eligibility for funding. In this case, you must seek approval before engaging in a PD activity, and apply for 100% funding on completion of the activity. When you complete two activities satisfactorily, you will have re-established eligibility and may request a 75% advance.

Members have a right to submit an appeal to the committee to reinstate forfeited funds. Such an appeal must be made within the same fiscal year as the activity occurred.

Most requests will require a closing report. With the exception of the summer period (June – August), this report must be received within two months from the end of the PD activity, **otherwise, the remaining 25% is forfeited and you will lose eligibility for future funding until documentation is provided.** In the case of PD activities occurring in the summer period, reports are due by the last day of September, or two months after the termination date of the activity whichever date is later. If the deadline cannot be met, it is your responsibility to notify the PD Committee chair before the due date.

There is no carryover of unused eligibility from year to year. It is possible for the Committee to approve your request this year for an activity to occur next year, and even supply a travel advance. This frequently happens in the winter semester.

COMMITTEE PROCESSING OF PD REQUESTS

Your request must be approved by majority vote of the SCFA PD Committee. You are competing for the limited funds available, you are not granted an annual allotment.

Typically, you will receive 75% of the expenses you have requested as an advance unless you have already received some PD funds.

If you apply after the event, you will receive a single payment instead of an advance.

SHORT TERM ASSISTANCE

Regular Professional Development

The current maximum allowed to a member for Regular PD activities is \$2,000 per year. You may apply at any time. When the PD Committee ranks these applications, the value to the applicant outweighs the benefits to the College.

The PD Activity report that you provide at the conclusion of your activity should include the following: what kind of activity was this, what did you find most useful, would you recommend this training to others.

REFERENCE MATERIALS

You may apply for funding to purchase reference materials for professional development related to your discipline. You are advised to check library availability for reference materials before using PD funds. A rationale clearly outlining the benefit of each item (or groups of related items) must be provided on your application. The amount granted will be deducted from your Regular PD eligibility. Receipts for requests under \$100 should be retained and submitted to the committee at fiscal year end (March 31); requests over \$100 will be accepted throughout the year.

In addition to a completed PD form, you will need to provide original receipts showing that the purchases were made **before the end of the fiscal year (March 31) during which reference materials were purchased.**

Reference materials are usually reimbursed in full after approval by the PD Committee.

CONSIDERATIONS FOR SPECIAL PD, TUITION SUPPORT AND ASSISTED LEAVE REQUESTS

All applications for Special PD, Tuition Support and Assisted Leave will be reviewed by the committee and ranked according to the following:

MAJOR CATEGORY	WEIGHT
Benefits to the College of the proposed educational plan	33%
Applicant's previous contributions to the college	33%
Value to the applicant of the proposed activity	33%

i. You can strengthen the chances of approval for your request by describing how your activity will benefit the college and your contributions to the college. Here are some suggestions:

- a. **Formal Study:** Enrollment in an accredited institution in a program relevant to the instructor's area of expertise or to the needs of the department(s) in which the member's services may be required
- b. **Practicing One's Profession:** Development of major curriculum work related to instructional and/or program needs

- ii. preparation of teaching materials related to instructional and/or program needs
- iii. professional activities leading to publication, exhibition, or performance where such activities are important for the maintenance or credibility within the discipline and for which there is no pecuniary reward
- iv. working in the field when directly related to improving pedagogical skills or improving expertise related to instructional and/or program needs.

- a. Formal Independent Study: endeavoring to advance one's knowledge and/or expertise through a project designed by the individual faculty member.
- v. Certain activities are of benefit to the College but may not relate to the improvement of teaching. An example would be activities in response to changing College objectives.
- vi. Contributions to the College include services such as the following: performance of principal duties, significant service on College committees (provincial, inter-campus, campus, departmental), PD activities, and community work.

Special Professional Development—for SCFA

The purpose of the Special PD fund is to provide members with an opportunity to participate in an activity that regular PD funding cannot cover because of high costs. For eligibility information, refer to Determining Eligibility on page 17.

It is possible to apply for Special PD funding even if you have already received Regular PD funding in the same fiscal year. The combined total of funds allowed to you for both events will be limited to the maximum allowed for Special PD.

The total cost of the activity must exceed \$2,000.00. The activity may be to a maximum of \$3,500.00. You will need to provide the following:

- A detailed description of the activity planned
- An explanation of the anticipated short and long term values of the activity for achieving College objectives
- A description of the immediate and long-range professional rewards to you, the applicant

Submit your application to the PD Committee before competition closing dates of **April 1st, June 1st, October 1st, or January 15th**. Retroactive applications are not eligible for Special funds. Prepaid expenses will only be reimbursed if the request is approved. Special PD applications will be accepted for events occurring within twelve months of the review date.

There will be two applications approved per quarter. **If unsuccessful, the applicant must re-apply.**

Once you have received Special PD funds, you will be eligible for re-application after two intervening fiscal years.

You are encouraged to develop Special PD requests in consultation with your supervisor. PD Committee members are also available for advice in preparing your proposal.

Supervisor and/or peer comments may be solicited during the process of evaluating proposals. At the discretion of the PD Committee, applicants may or may not be interviewed. You will normally be notified of acceptance/rejection of the activity within fifteen days of the deadline date.

When applicants are ranked equally according to the criteria on page 19, the determining factors will apply in the following order:

- i. Never received Special PD
- ii. Most amount of time since previous accepted application
- iii. SCFA Seniority

LONG TERM ASSISTANCE—FOR SCFA TUITION SUPPORT—SCFA

Funding

Funding is available to a maximum of \$10,000.00 per credential at \$5,000.00 per fiscal year. If funding is not used within five years of approval, reapplication will be considered. The committee will approve two applications per fiscal year.

Eligibility

For eligibility information, refer to page 17. Applicants who have received Tuition Support will be eligible for reapplication after three intervening years of consecutive service. The following considerations also apply:

- There will be no concurrent eligibility for Regular or Special PD, or Assisted Leave.
- A member who is granted tuition support must remain in the employment of the College for a minimum of one year after completion of the program. Should the member leave before the end of this one-year period, he/she must repay the PD fund monies received in proportion to the amount of time left (for example, an employee who leaves after six months will be liable for 50% of the monies received)

APPLICATION PROCESS

There is no form for this request. Please prepare a proposal which includes:

- A detailed description of the program planned
- Official documents regarding anticipated tuition requirements
- An assessment of the range of similar types of programs and the rationales for this choice
- An explanation relating short and long-term values of this level of education to college strategic directions
- A comprehensive statement of the applicant's previous contributions to the College
- Letters of Support from the School Chair/Department Head and Dean
- A statement of the candidate's length of service to the College.

When applicants are ranked equally according to the criteria on page 24, the determining factors will be:

- Previous submission of an acceptable application that has been deferred.
- Length of service to the College since any previous Tuition Support or Assisted Leave.

****Note: Applications shall be submitted to the Chair of the PD Committee by October 1st of the fiscal year preceding the requested supports.***

ASSISTED LEAVE—SCFA

Assisted leaves are authorized under Article 10 of the Collective Agreement between Selkirk College and Selkirk College Faculty Association. The SCFA PD Committee reviews all requests and forwards recommendation to the College President for approval.

Applicants who have received Assisted Leave funds, will be eligible for re-application after three intervening fiscal years of consecutive service.

The Professional Development Fund will be used to provide up to 75% of the actual cost of base salary and benefits paid to the candidate granted Assisted Leave.

There is no form for this request. Please submit the following in your proposal:

- A detailed description of the program planned
- An explanation of the anticipated short and long term values of the program for achieving College objectives
- An assessment of the impact of the leave on the department concerned, both over the year the applicant would be away and over the long term period subsequent to their return
- A letter of support from the applicant's supervisor
- A comprehensive statement of the applicant's previous contributions to the College
- A description of the immediate and long-range professional rewards to the individual applicant
- A statement of the candidate's length of service to the College.

Submit the proposal to the PD Committee with a copy to the College President or appropriate administrator prior to October 1 of the year preceding the requested leave of absence.

A typical leave runs August (10 months after application) through July but can vary to suit individual or department needs.

PROCESSING OF

APPLICATION

Applications for Assisted Leave will be processed as follows:

- The Professional Development Committee will screen the applications and advise the College President and the candidates of committee recommendations by November 1.
- The College President will notify candidates of approval status.
- Successful candidates will advise the President of their acceptance/refusal of the Assisted Leave within three (3) weeks of the date of their notification from the College President.

Requirements for successful applicants

It is expected that the applicant return to work at the College for at least one year following the time of Assisted Leave.

Guidelines

Applicants are encouraged to develop leave requests in consultation with their Supervisors in light of department planning. Department Head or School Chair and/or peer comments may be solicited during the process of evaluating proposals. Assisted leaves will only be granted for one year (12 months) or one-half year (6 months) terms.

Criteria for Ranking

The Professional Development Committee will rank applications for assisted leaves according to the table on page 19.

When applicants are ranked equally according to the above criteria, the determining factor will be previous submission of an acceptable application that has been deferred. Should all factors still be equal, length of service to the College since any previous Assisted Leave, shall be the determinant.

GROUP WORKSHOPS

We encourage groups to apply to the SCFA Common Faculty PD Fund.

APPEALS PROCEDURE

If you feel that a decision rendered by the PD Committee has not been fair, contact the Chair of the Committee and state your case. If the Chair is not able to resolve the matter, the member can request to appear before the Committee as a whole. It might be advisable at this time to consult with an SCFA Executive Member for outside advice on preparing the appeal.

The PD Committee will render their decision on an appeal in an in-camera session following the meeting with the member, and the member will be notified of this decision. This will represent the determining and final decision of the Committee.

If there are any doubts as to whether proper procedures were followed by the Committee or its Chair, the member can appeal to the SCFA Executive for a ruling on this matter.

SCFA FREQUENTLY ASKED QUESTIONS

WHICH SECTIONS OF THE COLLECTIVE AGREEMENT APPLY TO PD?

Articles 8.10 and 10.1 are the most pertinent sections in the Local SCFA Agreement effective April 1, 2007.

AM I REQUIRED TO DO PROFESSIONAL DEVELOPMENT?

Members of the SCFA are responsible for selecting and engaging in professional development and/or course development activities. Toward this end, regular Faculty members are provided with 22 working days per academic year for professional and/or course development activities. Many activities require no additional funding.

WHERE DO I GET THE MONEY TO TAKE A COURSE OR ATTEND A CONFERENCE?

One source is the Professional Development fund sponsored by your union.

Members of the BCGEU or SCFA should review the Terms of Reference of the BCGEU or SCFA Common Faculty PD Fund to see if their request would be appropriate for this fund.

Check with your School Chair to see if there are available funds in your school budget.

CAN A GROUP GET FUNDS FOR A GROUP ACTIVITY?

Check on the availability of funding through the Common PD Funds. SCFA members may share accommodations and travel expenses while engaging in individual PD activities.

SUMMARY OF SCFA PD

The following table is a summary of the categories available for funding along with associated eligibility information.

PD FUNDING CATEGORIES	ELIGIBLE AMOUNTS	APPLICATION DATES	ELIGIBILITY CRITERIA
Reg. PD (incl. Reference Materials)	\$2,000/yr	No deadlines; you can apply at any time.	<ul style="list-style-type: none"> • Faculty on continuous full-time or proportional appointments. • Faculty on probationary appointments after satisfactory completion of two semesters. • Faculty on short-term or annualized appointments may be eligible if the activity occurs during the contract
Special PD	\$3,500 every 3yrs	January 15 th April 1 st June 1 st October 1 st	<ul style="list-style-type: none"> • Faculty on continuous full-time or proportional appointments. • Applicants must have completed four consecutive semesters at the college.
Tuition Support	\$5,000/yr for a 2yr period	October 1st of the year preceding the request for support	<ul style="list-style-type: none"> • Applicants must have completed six consecutive semesters as a member of the SCFA. • Applicants who receive Tuition Support will be eligible for reapplication after three more consecutive years of employment at the college. • Successful applicants are eligible for Regular PD, but not Special PD or Assisted Leave funding.
Assisted Leaves	75% of base salary for a period of 12 months or 6 months	October 1st of the year preceding the request for support	<ul style="list-style-type: none"> • Applicants must have completed the equivalent of three (3) years of full time employment as a member of the SCFA. • Successful applicants are not eligible for other PD funding to support their assisted leave activity. • Successful applicants may apply for Regular Term PD, but the activity must clearly be separate from their Assisted Leave activity.