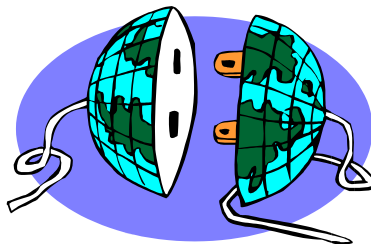




# **FACULTY ADJUDICATED PROFESSIONAL DEVELOPMENT FUNDS HANDBOOK**



Prepared by the Adjudicated Professional Development Funds Committee  
Vancouver Community College  
Updated November 2010

**THIS IS NOT FOR  
REGULAR  
PD FUNDS**

## INTRODUCTION

In 2002, the “Adjudicated Professional Development Funds” became available to faculty at Vancouver Community College. Under Section 6.67 of the Collective Agreement, \$50,000 was allocated for faculty to be used for conferences and educational development related to their work at VCC. This fund is separate from the regular PD Funds Committee. In 2002, a committee of two administrators and two faculty members met to determine the eligibility requirements, guidelines and amount of funds that faculty would be able to access.

Requests to utilize the fund are adjudicated by a joint VCC/VCCFA committee that reviews requests and assists individuals and departments with processes and questions regarding the fund.

### Accessing the Fund

1. Please complete the VCC Adjudicated Professional Development Funds Money Request form and submit to the ADJUDICATED PD FUNDS/COMMON FACULTY PD FUNDS mailbox on your campus..
2. The maximum amount available per individual is \$1,000.
3. The minimum request allowed per individual is \$250.
4. Funds can only be accessed in the same fiscal year as the activity, however requests can be made early (i.e. a request in February 2008 for a conference in May 2008 that will occur in the next fiscal year).
5. If a group of faculty wish to access the fund please ensure that each individual completes a form (Note: this process is different when using the fund for speakers (see Department Access)).
6. If PD time is required, please ensure the proper PD form is completed and approved by your Dean prior to the event.

## DEPARTMENT ACCESS

Speakers/workshops for departments/division/faculty groups

- a. please note that for this category the department head should complete one form for the entire group (the department head can still apply for individual funds)
- b. amounts less than \$250 can be requested for speakers
- c. maximum allowable for speakers per department is \$1,000

## Eligibility

1. Regular and term employees, employed half-time or more, who complete seven (7) months of any combination of assigned duty, College-paid sick leave and/or short term disability benefits within the fiscal year and providing the employee is fit to return to duty, shall be entitled to adjudicated professional development funds, as provided herein.
2. Eligible Faculty should ensure that leave requests (professional development time, leave without pay, etc.) have also been completed and approved by the appropriate Dean, prior to their request for funds.
3. Eligible faculty can request adjudicated professional development funds **once a year**. Funding is based on first-come first-served basis. Priority will be given to faculty who have not requested funds in the previous year.

**All requests must be approved prior to the professional development event and on or before February 28<sup>th</sup> of the fiscal year in which the event is taking place.**



## Guidelines

The fund can be used for:

1. Speaking at conferences related to content area of instructional expertise (including travel, meals, registration, accommodation).
2. Attending conferences/workshop (including travel, meals, registration, accommodation) related to a member's area of instructional expertise.
3. Tuition for education related to a member's area of instructional expertise.
4. Other events related specifically to professional development in the member's area of instructional expertise.

Mileage for personal vehicle will be reimbursed only beyond 100K .  
Cancellation insurance is recommended for flights.

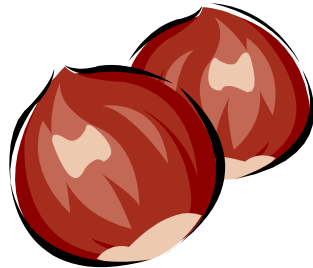
The fund **cannot** be used for:

- Books
- Computers
- Software
- Activities not related to professional development
- Licensure/certification
- Paying an instructor

# Receiving Your Money

After the professional development event is complete please submit to the Confidential Assistant for the VP of Education at the Downtown Campus:

1. Original receipts.
2. A copy of the Adjudicated Professional Development Funds approval letter.



## SO WHAT IS THE PROCESS?

1. The committee meets to adjudicate your request.
2. You will be notified by internal mail regarding the decision of your request.
3. If approved, retain your original document and submit it with “original receipts” **within 60 days of the activity.**

Should you have any questions please contact:

### **Adjudicated Professional Funds Committee**

#### VCCFA

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#### Administration

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