



Common Faculty Professional Development Fund

Common Faculty Professional Funds Committee

VCCFA

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Common Faculty Professional Development Fund Guidelines

The Common Faculty Professional Development Fund is outlined in the Letter of Understanding in the Common Agreement (page 56). Requests to utilize the fund are reviewed by a joint VCC / VCCFA committee that makes recommendation to the applicable Vice President. 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 applicable Vice President is responsible for the final approval of applications.

Guidelines

The Common Faculty Professional Development Fund is to support various types of professional development activities. Such professional development is for the maintenance and development of faculty's professional competence and effectiveness. The funds are to assist faculty to remain current and active in their discipline and program.

This Fund is to be used for amounts greater than \$1,000 to a maximum of \$3500 per fiscal year. Some examples of events or activities, not in any specific order, for which the funds may be used include:

- Events or activities that realize or further the College's Strategic Plan or a department's strategic direction
- Tuition for additional educational qualifications, i.e. certification, diplomas, degrees
- Speaking/presenting at conferences or events (including travel*, meals, registration, accommodation)
- Attending conferences or events (including travel*, meals, registration, accommodation)
- Speakers/workshops for Schools or departments on topics related to best practices, future changes in methodology, pedagogy, technology, etc.
- Events identified by a Dean, Director or Vice President as supporting the purpose of the Fund on a departmental, area-wide or program specific or College-wide basis
- Other activities or events as may be approved by the applicable Vice President

* Cancellation for flights is recommended.

The Fund **is not** to be used for books, computers, software, activities not related to professional development, fees to maintain professional association memberships (licenses, certification) or other purchases considered to be taxable benefits.

Common Faculty Professional Development Fund Guidelines

Eligibility

1. All faculty who have been employed seven months or more in the fiscal year (April 1 – March 31) at 50% or greater and are employed at the time of the event / 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 event / 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.
2. Eligible faculty should ensure that leave requests, as applicable (professional development time, leave without pay, etc.), are also completed and approved by the appropriate Dean / Director prior to application. Copy of leave form(s) **must** be attached to the PD application.

Application Requirements

1. All requests should be approved prior to the professional development event/activity.
2. Adjudication for requests will take place three times a year. Deadlines for requests will be **January 15, April 15 and September 30 of each year**. Applications are not prioritized according to the date they are received. Applications are adjudicated at once and based on criteria. NOTE: Applications received for January 15 may be for the current fiscal year or for the following fiscal year.
3. Faculty who access this Fund must remain in the employ of the College for 1 year or repay to the College upon termination a pro-rated portion of the amount funded.
 - a. (Pro-rated portion as determined by the College) The repayment provision will be
 - b. waived in the event an employee is laid off or a Term employee's appointment is not renewed during the 1 year period.



Accessing the Common Faculty Professional Development Fund

1. Complete the Common Faculty Professional Development Fund Form (you can download the form online **J: Common/Pd Funds/Common Faculty PD Application Form**) and submit to the joint VCC/VCCFA committee with a copy to the applicable Dean / Director for information. Please put your application in the Common Faculty PD Funds/Adjudicated PD Funds mailbox on your campus or send it to the Downtown Campus.
2. If a group of faculty wishes to access the fund for a speaker or group activity, the group should submit one form with a signature from the Department Head or department sponsor. Please indicate the number of people participating.
3. This fund is to be used for amounts greater than \$1,000 to a maximum of \$3,500 per year. (Requests for amounts less than \$1,000 can be made to the Adjudicated Professional Development Funds Committees).
4. Activities that span more than one fiscal year (April 1 – March 31) must be applied for each year. Example: Tuition fees for September and January terms would be applied to the current fiscal year. Tuition for the following April term would require a separate application for the new fiscal year.
5. Funds can be requested for future professional development activities that require advance payment, within the fiscal year.
6. Future access to funds may be denied to instructors who have failed to comply with these guidelines.

Professional Development Report/Presentation

After the professional development event or activity is complete the employee must submit, to their Dean / Director, a written report describing the activity and the benefit to the employee and their department. In lieu of a written report the Dean / Director may accept as equivalent a presentation regarding the activity by the employee to their school / department.

Receiving Payment

To receive payment when your professional development activity has been completed, faculty are to provide **original receipts** with a copy of the approved professional development request form or letter to the secretary of the Vice President within **60 days** of completion of the activity. Check the college travel policy for meal reimbursement in North America and beyond. Policy Number B.2.16 is located on the at VCC website under About VCC/ Policies/B. Administration/Personnel.



ADJUDICATED AND COMMON FACULTY PD FUNDS REQUEST

Before submitting your application form to either the Adjudicated PD Funds or the Common Faculty PD Funds, please ensure that you have completed the following:

- Indicate clearly whether this application is for Common or Adjudicated P.D.; if you applying for both please submit separate forms for each
- Indicate if activity relates to time taken for P.D., vacation, other leaves, or on your own time
- P.D. leave form signed by Dean if activity is to be taken during P.D. time
- Leave of Absence Form completed and signed by your Dean
- Printed** estimate of travel costs (airline, hotel, meals, taxi, car rental, visas, immunization, etc). You can download costs for travel and accommodations from the internet.
- Copy of the event registration (if applicable)
- Information about the event
- Estimate of total expenses in **Canadian funds**

Making sure that the above items are completed will prevent your application from being returned for further information.