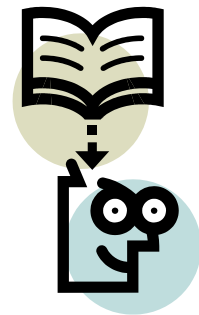


Faculty Professional Development Funds Handbook

October

2010

A Guide to Accessing Regular Professional Development Funds



*Prepared by the Professional Development Funds Committee
Vancouver Community College
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INTRODUCTION

Vancouver Community College is committed to excellence in teaching and learning. One of the College's greatest assets is a faculty who is committed to developing and teaching excellent programs.

For faculty, professional development is a commitment to excellence as professionals. As the College has an obligation to provide support in time and money, the faculty have an obligation to continue building their discipline expertise and their teaching abilities.

In the face of changing student demands and needs, changing technologies, and new approaches to curriculum design and educational theory, professional development for faculty has become essential.

PROFESSIONAL DEVELOPMENT FUNDS

WHAT CAN I USE MY PROFESSIONAL DEVELOPMENT FUNDS FOR?

The funds may be used to assist in:

- registration
- accommodation
- conferences
- liaison/visits with industry
- purchase of books
- seminars/workshops
- subscriptions/memberships
- transportation/mileage
- applied research/publishing
- courses/programs
- performing/presenting
- purchase of software/hardware
- study of new techniques and technology

WHAT "CAN'T" I USE MY PROFESSIONAL DEVELOPMENT FUNDS FOR?

The PD Funds Budget does not cover:

- Office supplies such as paper, disks, ribbons, etc.
- Payment of professional dues such as licenses, recertification, etc. that are covered by the College. If the College does require that you are licensed for your employment, then the College should pay these fees.
- Travelling expenses or accommodation for PD when the instructor's main reason for travel is vacation
- Replacement cost of a substitute instructor
- Pooling of funds for a purchase

HOW DO I APPLY FOR PROFESSIONAL DEVELOPMENT FUNDS?

1. From your Department Head, obtain a yellow form titled "**V.C.C.F.A. PROFESSIONAL DEVELOPMENT FUNDS MONEY REQUEST**".
2. Complete the form and return it **with valid receipts** to the PD Funds Committee at your campus. Sending the yellow form without the receipts will only result in the PD Funds committee having to send the form back to you with a request for the receipts.

COMPLETING THE FORM

The yellow PD Funds Request form is divided into four (4) sections.

1. personal information
2. description, location and time of project
3. funds requested
4. PD Funds Committee area

Please complete ALL items in sections 1, 2, and 3.

WHAT ARE REASONS WHY THE YELLOW REQUEST FORM MAY BE SENT BACK TO ME?

Some of the reasons why the form has been returned include:

- no name
- no signature
- no description of request
- funds requested were not given in **Canadian dollars**
- unofficial receipts
- no receipts
- ineligible request

Unofficial receipts include: a piece of paper that has the amount spent written on it, a photocopied cheque, a completed form from a conference you are attending.

Official receipts are: the original cleared cheque from your bank (which can be returned to you if requested), e-mail receipts, a conference form that has both the conference stamp and "paid" on it. ***The responsibility to provide a receipt is yours. Make sure you request a receipt when money is being spent for Professional Development.***

Credit card statements can only be used to show the currency exchange rate.

WHEN CAN I APPLY?

You can apply for PD Funds as soon as you have the receipts. The fiscal year is from April 1 through March 31. ***Last day for a request is February 28/29.***

HOW LONG WILL IT TAKE TO RECEIVE MY CHEQUE?

That depends on several factors:

- 1) is your request completed properly?
- 2) the schedule of your PD Funds Committee
- 3) the schedule of the accounts payable department

It could take a week or it could take 4 weeks.

I AM ON LEAVE. CAN I RECEIVE PD FUNDS?

You cannot receive PD Funds if you are on full time Leave. Instructors returning from leave are not eligible for PD Funds unless they are able to perform seven (7) months of duty within the fiscal year.

THE PROCESS

If your PD Funds Request form is properly completed, the PD Funds committee approves the amount requested, up to the PD funds limit for that fiscal year. The form is then sent to the accounting department where the funds are deposited into your account.

I'M NOT FULL TIME. HOW MUCH WILL I RECEIVE?

If you are not full time faculty, you will receive the same percentage of PD funds as is your contract percentage. (Example: if you work 50%, you will receive 50% of the allocated PD funds)

MY REQUEST IS OVER THE LIMIT

If your request for funds is over the limit, there are two (2) options open to you.

1. You can pool PD funds from other instructors to cover your costs.
2. Any request over the limit, that has not been pooled or covered by another source, will automatically be put into the "Top UP" file.

WHAT IS "TOP UP??"

At the end of each fiscal year, March 31, any PD Funds that has not been claimed is added to "TOP UP". Any instructor who has spent over their limit and is added to "TOP UP" is eligible to receive a percentage of the money they spent on professional development. It is in the interest of all instructors to submit all receipts, with a yellow PD Funds Request Form, for PD activities or purchases.

HOW CAN I POOL FUNDS?

Pooling funds is between you and any other faculty member. If you know of a faculty member who is not using their PD funds for that year, you should approach them and request use of their funds. If the instructor agrees to merge funds, they must sign a pooling form or statement that includes who they are, how much they are pooling to you, who they are pooling the funds to, and their signature. There is presently no limit to the number of instructors that can pool together; however, pooling requests must be a minimum of \$100. per instructor.

TIMELINES

Make your requests for PD funds as early as you can within each fiscal year. The **DEADLINE** for request is **THE LAST DAY OF FEBRUARY OF EACH FISCAL YEAR**. All receipts for requests must be received by the middle of March.

QUESTIONS AND ANSWERS:

I am delivering an online course from my home. Can I use my PD Funds for technology in order to deliver the course? According to the **Common Agreement 6.6.8** where an employee has been assigned an online course and agrees to the employers' request to teach all or part of that course from home, the employer shall provide the appropriate technology and pay for the reasonable and approved cost of delivering those courses from home.

PD FUNDS COMMITTEE

POOLING REQUEST

Date:

I, _____, agree to transfer my
(print your name)

Professional Development Funds in the amount of:

(please specify an exact amount or "ALL")

to _____ for the fiscal year of _____.
(print name)

Signature:

PD FUNDS COMMITTEE

POOLING REQUEST

Date:

I, _____, agree to transfer my
(print your name)

Professional Development Funds in the amount of:

(please specify an exact amount or "ALL")

to _____ for the fiscal year of _____.
(print name)

Signature:

Professional Development (PD) Expenses

Activity (attach a copy of the approval form): _____

				(Financial Services Use Only)	
Date	Expense and Description (original applicable receipts must be attached) (e.g. mileage†, meal, parking, taxi, accommodation)	Foreign Currency Exchange (attach conversion information*)	Other Expense Amount (receipts)	GST	Total (less GST)
Totals:		0	0	0	0