



The Common Faculty Professional Development Fund is outlined in the Letter of Understanding 6 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. 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

*Mileage for personal vehicle will be reimbursed beyond 100k one way

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.

Eligibility

1. All faculty who have been employed seven months or more in the fiscal year 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

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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.

Application Requirements

1. All requests must be approved prior to the professional development event / activity.
2. Applications should be submitted 30 days in advance of the professional development event / activity to allow enough time for processing the application.
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. (Pro-rated portion 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.

Accessing the Common Faculty Professional Development Fund

1. Complete the Common Faculty Professional Development Fund Form (Green form attached) and submit to the joint VCC/VCCFA committee with a copy to the applicable Dean / Director for information.
2. If a group of faculty wishes to access the fund the group should submit one form for the entire group with signatures of all the applicant group members.
3. This fund is to be used for amounts greater than \$1,000 to a maximum of \$5,000 * per year. (Requests for amounts less than \$1,000 can be made to the VCCFA or Adjudicated Professional Development Funds Committees).

* **Note:** Faculty who are approved for events / activities that cost more than \$5,000, may apply for additional funding to an overall maximum of \$10,000. These requests may be made after February 15th of each fiscal year and must be accompanied by a copy of the initial approved application and original receipts. (Copies of receipts will be acceptable if original receipts were initially provided).

4. Funds can be requested for activities that span more than one fiscal year.
5. Funds can be requested for activities that require funding over multiple years.
6. Funds can be requested for future professional development activities that require advance payment.

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.

In cases where the professional development event or activity carries over into the next year(s), the applicant is to provide an annual report to the Dean / Director.

Receiving Payment

To receive professional development funds, faculty are to provide original receipts with a copy of the approved professional development request form or letter to Finance.