

Terms of Reference

Common Faculty PD Fund - SCFA

Process and criteria for review and adjudication of applications

Common Faculty PD Fund

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 relatively small fund benefits as many individual SCFA members as possible.

The fund will be administered on a fiscal year basis, that is April 1 through March 31. Although unspent funds may be carried forward from year to year, 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:

First priority: Group PD

Initiatives that benefit groups of faculty, on a Program, School, Department or College-wide basis. For example: speakers, workshops or video-conference-based lectures, or train-the-trainer event (i.e. where one or two 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. 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, statutory requirements (e.g. Human Rights)

Second priority: Individual PD

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.
- Speaking or presenting at a conference or event.
- Personal PD to increase a faculty member's currency in his/her discipline.

Note: A member may submit any number of applications, but the maximum amount of funding that they are eligible to receive annually under this category is \$2500.

Third priority: Top-up Funding

Subject to availability of funds remaining as at March 15th each year, and subject to the proposal meeting the Common PD Fund criteria, employees who have received funding from the SCFA PD fund that was less than the cost of the PD event, may apply for additional "top up" retro-active funding, to a maximum of \$500 per faculty member. If there is not sufficient funding for all applications received, top up money will be allocated based on application date (first-come, first-served).

For the purpose of prioritizing applications, seniority will not be considered a factor.

Requests for long-term (longer than 30 days) paid educational leave will not normally be considered, as the fund is not large enough to support more than one or two per year.

Process

- A Review Committee will be appointed by the VP Academic and Student Development, consisting of 2 Deans and two faculty members selected by the Faculty Association.
- All SCFA faculty members are eligible to apply for funding. Proposals for Group PD events must be signed by at least two people.
- Proposals may be submitted to the Vice President's office at any time, using the attached form. The Review Committee will meet at set intervals (see Timelines, below) to review all applications received by the announced deadlines. The Vice-President may call additional meetings of the Committee if she deems a particular application to be both time-sensitive and exceptional in nature. Such issues as early-registration discounts will not merit such meetings.
- The Committee will recommend which proposals are to be funded and at what level.
- The Vice President will make the final decision.
- Employees who receive funding from this fund must submit a report to the Vice President within one month of completing the activity. Failure to fulfill this requirement shall render the faculty member ineligible for future funding.

Timelines

Deadline for applications	Applications to be reviewed week of	Guidelines for allocation of available funds	Submission of travel advance forms, purchase orders, etc.
March 1 st	March 15 th	Up to 100% of the previous year's funds and up to 50% of the total funds available in the upcoming year	April 1 st
June 1 st	June 15 th	Up to 75% of the total funds available	30 days in advance of event
September 1 st	September 15 th	Up to 100% of the funds available	30 days in advance of event
December 1 st	December 15 th	Up to 100% of the funds available	30 days in advance of event