

Selkirk College Policies and Procedures		Title and number	6110 Assisted Leave for Professional Development		
		Replaces	R6010.2		
		Effective	1981-11-01	Next review :	2003-09-01
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2000-02-03		
Chairpersons, Professional Development Committees	Chairpersons, Professional Development Committees	Recommended/Approved by Education Council			
		Approved by President	2000-02-05		

1 POLICY

1. Procedures:

1.1 A candidate for assisted leave for Professional Development must prepare a written application that includes all of the following:

- 1.1.1 a detailed description of the program planned.
- 1.1.2 an explanation of the anticipated short-term and long-term value of the program for achieving College objectives.
- 1.1.3 an assessment of the impact of the leave on the department concerned, both over the year the applicant would be away and over the long-term period subsequent to his/her return.
- 1.1.4 a comprehensive statement of the applicant's previous contributions to the College.
- 1.1.5 a description of the immediate and long-range professional rewards to the individual applicant.
- 1.1.6 a statement of the candidate's length of service to the College.

2. Application shall be submitted to the Chairperson of the Professional Development Committee by October 1 of the year preceding the requested leave of absence.

3. The Dean/Campus Administrator and the Chairperson of the Professional Development Committee will mutually select those applications which shall be forwarded to the P.D. Committee.

4. Those applicants, whose applications are deemed unacceptable, will be so advised by the Dean/Campus Administrator by November 1. The P.D. Committee will screen the applications and advise the President and the candidates of their selection by December 6.

5. Applicants will inform the President of their definite acceptance of the assisted leave within two (2) weeks of the date the decision of the College was communicated to them.

2 PROCEDURES

Eligibility:

An applicant must have completed a minimum of three consecutive years of employment with the College before becoming eligible for Assisted Leave. Applicants who have received an Assisted Leave will be eligible for reapplication after three years of consecutive service.

Procedures:

6. A candidate for Assisted Leave for Professional Development must prepare a written application that includes all of the following:
 - a. a detailed description of the program planned.
 - b. an explanation of the anticipated short- and long-term values of the program for achieving College objectives.
 - c. an assessment of the impact of the leave on the department concerned, both over the year the applicant would be away and over the long-term period subsequent to his/her return.
 - d. a comprehensive statement of the applicant's previous contributions to the college.
 - e. a description of the immediate and long-range professional rewards to the individual applicant.
 - f. a statement of the candidate's length of service to the College.
7. Application shall be submitted to the Chair of the P.D. Committee with a copy of the proposal to the Dean/Campus Administrator prior to October 1 of the year preceding the requested leave of absence.
8. Applications for Assisted Leave will be processed as follows:
 - a. The Dean/Campus Administrator will review the applications and submit his/her comments to the Chair of the Professional Development Committee by October 15.
 - b. The Professional Development Committee will screen the applications and advise the President and the candidates of their selection status by November 15.
 - c. Successful candidates will advise the President of their acceptance/refusal of the Assisted Leave within three (3) weeks of the date the decision of the Committee was communicated to them.
9. The Professional Development Fund provided for in the Collective Agreement will be used to cover the actual cost of salary and benefits paid to the candidates granted an Assisted Leave under this Article.
10. Successful applicants must file an interim report to the P.D. Committee Chair at the half-way point in their leave, and a final report at the conclusion. Reports may take the form of transcripts of grades, publications, written summaries, or graphic documentation.

Guidelines:

Applicants are encouraged to develop leave requests in consultation with their supervisors in light of department planning. Department head's and/or peers' comments may be solicited during the process of evaluating proposals. Assisted Leaves will only be granted for one year (12 months) or one-half year (6 months) terms.

Criteria for Ranking:

The Professional Development Committee will rank applications for assisted absences for professional development by weighing major categories according to the following scale:

Major Category	Weight
Benefits to the College of the proposed activity	50%
Applicant's previous contributions to the College	25%
Value to the applicant of the proposed activity	25%

When all the aforementioned factors are equal, the determinant will be previous submission of an application that has been deferred. Should all factors still be equal, length of service to the College since any previous Assisted Leave shall be the determinant.

Notes on Ranking Criteria:

11. Certain activities are benefits to the College because they result in improved teaching. These activities are:
 - a. Formal Study: Enrolment in an accredited institution in a program relevant to either the instructor's area of expertise or to the needs of the department(s) for which the member's services may be required.
 - b. Practicing One's Profession:
 - i. major curriculum work related to instructional and/or program needs;
 - ii. preparation of teaching materials related to instructional and/or program needs;
 - iii. professional activities leading to publication, exhibition, or performance where such activities are important for the maintenance of credibility within the discipline and for which there is no pecuniary reward; and
 - iv. working in the field when directly related to improving pedagogical skills or improving expertise related to instructional and/or program needs.
 - c. Formal Independent Study: Endeavouring to advance one's knowledge and/or expertise through a project designed by the individual faculty member.
12. Certain activities are of benefit to the College but may not relate to the improvement of teaching. These activities respond to changing College objectives.
13. Contributions to the College consist of, among others: performance of principle duties, significant service on College committees (provincial, inter-campus, campus, departmental), P.D. activities, and community work.
14. Value to the Applicant: The applicant should make a statement on the need for his/her Assisted Leave.
15. Length of Service: This is self-explanatory.

Other relevant policies:

6130 Unassisted Leaves of Absences, 6150 Employee Access to College Programs and Courses

Key words:

Policies, Development, Professional Development