



# Professional Development Handbook



**For Selkirk College Staff & Faculty**

*"People rarely succeed unless they have fun in what they are doing"*  
—Dale Carnegie

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## INTRODUCTION

*"The secret of getting ahead is getting started".—Mark Twain*

This Handbook provides information on all Selkirk College Professional Development Committees and will be your reference guide in accessing professional development funds.



The following is a list of the PD committees at Selkirk with links to your committee and finance contacts.

## List of Committee and Contacts

- ❖ SCFA PD Committee – Rita Williams  
[SCFAPD@selkirk.ca](mailto:SCFAPD@selkirk.ca)
- ❖ BCGEU/Common PD - Stacey Matthews  
[smatthews@selkirk.ca](mailto:smatthews@selkirk.ca)
- ❖ SCFA Common PD – Stacey Matthews  
[smatthews@selkirk.ca](mailto:smatthews@selkirk.ca)
- ❖ PPWC PD – Liana Zwick  
[lzwick@selkirk.ca](mailto:lzwick@selkirk.ca)
- ❖ Exempt PD – Dawn Lang  
[dlang@selkirk.ca](mailto:dlang@selkirk.ca)
- ❖ Finance Support – Denise Pappin  
[Dpappin@selkirk.ca](mailto:Dpappin@selkirk.ca)

Although there are many similarities across these committees, each has its own "**Terms of Reference**" to define how the committee is governed and how the funds are administered. You can find these terms of reference in the individual PD areas within this handbook.

## PURPOSE OF PD FUNDS

The intent of this funding is to encourage the professional development of Selkirk College employees. PD funds provide for activities which would not normally be available through other College channels and which meet one or more of the following objectives:

1. Remain current in one's discipline.
2. Improve teaching skills, administrative skills, and/or professional status.
3. Meet changing departmental or College objectives.
4. Align with a development action plan.

## GENERAL GUIDELINES

The major criterion for deciding on the appropriateness of support will be outlined in the "**Terms of Reference**" of each PD committee.

Professional development may involve a wide range of expenditures and activities. Acceptable expenditures may include, but are not limited to:

1. Costs incurred in bringing in resource personnel, conference or workshop registration fees, course fees, travel expenses, accommodation costs, and food costs.
2. Purchase of reference materials for purposes of professional development, not instructional use. Examples of "*Reference materials*" may include books, journals, software, multimedia materials, or memberships in associations which produce professional documentation.

circumstances that require approval **before** your travel dates: SCFA Special PD request **must** be approved before you begin your activity. Members who do not receive approval from the appropriate committee before the activity risk that the request will be denied.

Some committees allow PD funding to be combined with support from other college-related funds.

## HOW TO APPLY

Download an electronic application form or complete the form on-line. The application form can be located at My Selkirk.ca. Below is the link to this document and access to the portal where you will find all of the information that you require.

Complete the appropriate form. Package this with relevant supporting documents such as: conference brochures, meeting agendas, travel quotations. If your supporting documents are hardcopy, you can scan to pdf at a college multifunction copier and email the complete digital package to your PD committee for approval of the request. If you prefer, you can submit a physical package of your completed form and supporting documents to ???

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**Note:** *Some PD activities will require you to provide estimates of your expenses on a college Travel Advance Request form.*

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Incomplete applications will be returned for completion and re-submission.

Activities that involve representing Selkirk College in developing liaisons with other institutions **must** be sponsored by the Dean and at least one senior college administrator.

Remember that the PD Committee **requires at least ten working days to process your request**, and Finance Department requires a similar period of time, so allow yourself at least 4 to 5 weeks of lead time. Here are some

PPWC  
PROFESSIONAL DEVELOPMENT  
COMMITTEE

**PPWC PROFESSIONAL DEVELOPMENT COMMITTEE**

- Committee Membership:**
- Sharon Stoddart
  - Liana Zwick
  - Marianne Walsh
  - Andrea Hall
  - Open PPWC Seat

Committee Membership

- ❖ Membership of the Committee will be composed of three PPWC members and two members of Management.

**TERMS OF REFERENCE—PPWC**

Our employees and their development are key to our success. An effective Professional Development Program, one that is rooted in the College's values, is therefore a critical component of the College's ability to achieve its potential.

Purpose

The purpose of the Professional Development Committee is to determine eligibility of applications, and if appropriate approve applications and provide funding for employees wishing to pursue further education.

Guidelines

1. The maximum funding allowable per person per fiscal year will be \$750.
2. A determination will be made by the Committee as to whether the funding request should be applied to College Directed Professional Development or to the Employee Driven Professional Development Fund.
3. The Professional Development Committee will meet once a month or on an as needed basis to review applications.
4. Funds may be used to cover any reasonable cost involved with the course (travel, textbooks, tuition, LRF, Student Activity Fee, etc.)
5. Applicants will be responsible for providing an Activity Report following the event, and for clearing all travel advances. No further Professional Development funds will be available to an individual until these things have been completed.

6. Employees taking upgrading courses on an ongoing basis must re-apply for funding for each course or set of courses.
7. Employees must take advantage of Article 19.01 before applying for Professional Development funds. Professional Development funds can be applied for by part-time and casual employees to top up the course allowed in Article 19.01.
8. Professional Development funds are not pro-rated for part-time or casual employees.
9. Employees must have seniority to apply for PPWC Professional Development funds.
10. Courses will be charged to the fiscal year in which they are applied for and paid for.
11. Professional Development funds can be used at Selkirk College or elsewhere for job-related courses. Funds for employee wellness and personal wellbeing (including hobbies, etc.) will be provided only if the course is offered by Selkirk College. Exceptions to this will require unanimous approval of the Committee.
12. The Committee reserves the right to approve or not approve any courses applied for.

## SUPPORT FOR THE COMPLETION OF CREDENTIALS (PPWC)

### General Guidelines

- Selkirk College is committed to encouraging and assisting employees in the acquisition of credentials that will maximize their performance in their existing positions or prepare them for new opportunities within the College. Financial support for PPWC employees wishing to undertake a credential, technical or professional program will be granted at the sole discretion of the President, subject to budgetary constraints.

### Scope

- These guidelines apply to technical or university-level credential programs and are in addition to the provision for professional development support available through the PPWC Professional Development fund.

### Eligibility

- All PPWC employees in ongoing positions, who have been at the College for at least two (2) years, are eligible to apply. The number of applications funded will be based on budgetary constraints.

- While an annual amount of \$10,000 has been dedicated to this specific funding, other under subscribed sources of employer directed PD funds may be considered at the Colleges discretion, and applied towards additional applications.
- Management Committee will review the applications, in consultation with the appropriate supervisor if required. The Management Committee through the Human Resource Director will provide their recommendations to the President for final approval.
- Recommendation and final approval will be based on the College's planning and/or operational needs.

### Support Provided

- The College will reimburse an employee 50% of the costs associated with a credential, including tuition, books, travel and residence accommodation where required, to a maximum of \$10,000 over a 2 year period (pro-rated for employees whose appointment is less than 100% FTE). Employees are encouraged to access additional funds, if required, through the PPWC Professional Development fund.
- The College will also support the employee for time away from work on a shared basis, whereby the employee will utilize vacation time for 50% of the time needed away from work, and the College will provide an equivalent amount of paid time off to a maximum of three (3) weeks annually for a 2 year period.
- The Employee and his/her Supervisor are responsible for ensuring that the time off does not negatively impact the operations of the Department or School.
- An employee who is granted financial support under this program must agree to remain in the employment of the College for a minimum of 2 years after completion of or withdrawal from the program, whichever is sooner. Should the Employee leave before the end of this two-year period, he/she must repay the College for monies received, in proportion to the amount of time left (for example, an Employee who leaves after one year will be liable for 50% of the monies received).
- Support from this program will only be available to employees who have not received said support for 5 years.

### Procedures

Employees should apply in writing to the Director of Human Resources prior to registering for the program.

The request must include the following information:

1. program description (credential title and description);
2. anticipated start and end dates;
3. estimated costs, broken down by: tuition, textbooks, travel, residential or other accommodation;
4. if applicable, and other costs;
5. rationale as to how this program will benefit the College;
6. rationale as to how this credential fits in with the Employee's short- or long-term career goals; and,
7. a letter of support from the Employee's immediate supervisor.

### **PPWC TUITION REMISSION (ARTICLE 19.0)**

Tuition remission relief is available for eligible Selkirk College courses for PPWC members, their partners and dependent's as a benefit per Article 19.0 of the PPWC Collective Agreement,

#### **Eligibility and Support Provided**

To access this benefit, employees must have attained seniority. Full tuition relief for an unlimited number of eligible courses is available to full-time or part-time employees with regular contracts. On-call PPWC employees can access a pro-rated amount based on the amount of time worked in the year prior for one course per student calendar year. Approved requests cover tuition expenses only and do not apply to other fees or taxes.

#### **Procedures**

Tuition remission must be applied for jointly with PD for Selkirk courses – tuition remission will be considered first with any remaining balances applied to the PD request. Tuition remission forms are available in paper copy at the HR Department or in the Admin area of your Campus or Centre. An electronic file is available on myselkirk.ca. Once you have the form completed, register for the courses(s) and ask for a "Course Registration Statement". Attach this to the form and submit to HR at least two weeks in advance of the course. Late applications will be accepted but may not be processed immediately. Please know that tuition remission is considered a taxable benefit.

## EXEMPT STAFF PROFESSIONAL DEVELOPMENT

## EXEMPT STAFF PROFESSIONAL DEVELOPMENT COMMITTEE

- Committee Membership:**
- Dawn Lang
  - Liana Zwick
  - Debra Hamilton
  - Stacey Matthews

### TERMS OF REFERENCE—EXEMPT

1. To administer professional development funds to the college's exempt employees.
2. To approve/disapprove applications from Exempt staff for professional development funding.
3. To assist the Staff Development Committee in planning and recommending programs.

### Membership

- The committee shall consist of four administrative staff, three elected by the membership and one appointed by the President.

### Terms of Office

- Committee members shall serve a minimum of two years.

### Funding

- Allocation of funds is the responsibility of the President. Administration of allocated funds is the responsibility of the Exempt Staff Professional Development Committee.

### Funding Formula

- Maximum PD funding available per fiscal year = \$1000.00.
- Funding requests up to \$500 can receive 100 percent funding after meeting all other application criteria. In cases where the funding application exceeds \$500, the balance of funds requested after deductions are made for departmental or other sources of support receive the \$500 plus 80 percent of the difference. The employee is responsible for the balance.



**Example:**

Total cost of PD activity	\$ 1400
Department/Supervisor contribution (arbitrary & hypothetical)	\$ -250
<b>Total application to PD Committee</b>	<b>\$ 1150</b>
First \$500 @ 100%	\$ -500
<b>Balance</b>	<b>\$ 650</b>
80% PD funding to a maximum of \$700	\$ -520
Department and or/Employee Contribution	\$ 130
Not exceeding a maximum total of \$1000.00	

General Guidelines

- Exempt staff members who have been in the employ of the College for 12 months may apply to the committee at any time for funding for activities which meet one or more of the following objectives:
  - ❖ remaining current in one’s area of expertise
  - ❖ improving administrative skills
  - ❖ meeting changing departmental or college objectives

The major criterion for deciding to support an activity will be the demonstration of direct relevance to the administrative responsibilities of the individual. Direct and indirect benefits to the College are also valid criteria. The committee may consider applications for professional development that result in personal development.
- Professional development may involve a wide range of expenditures and activities, both on and off campus. Acceptable expenditures include, but are not limited to,
  - ❖ costs incurred in bringing in resource personnel, conference registration fees, course fees, travel expenses, accommodation and per diem costs or,
  - ❖ purchase of textual or A/V material, publication costs, equipment rentals or purchase related to a specific approved PD project.

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*Note: funds for expenditures should not normally be available through regular College channels.*

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- Applications from staff bearing the supervisor’s endorsement may be eligible for funds to **augment the support provided by departmental budgets**. The maximum level of support provided by the committee will be determined annually. All full-time staff are eligible for funding. Part-time staff may be eligible for funding on a pro-rated basis.

# Inclusivity

*A belief in providing a welcoming, supportive institution that celebrates diverse perspectives, cultures, traditions and ways of learning and knowing.*

## APPLICATION PROCEDURES

1. The exempt staff member completes a Professional Development Funding Application form (available from the Human Resources office or the Executive Assistant Board/President's Secretary) and, if necessary, a copy of the Travel Advance Request form filled out in triplicate.
2. The staff member sends the completed forms to his/her supervisor for approval along with the relevant supporting documents. Departmental support for the activity must be indicated at this time.
3. If the activity is approved and totally funded by the department supervisor, forward Travel Advance Request to Finance for processing.
4. If additional PD funds are required, forward the application with the required signed departmental recommendation at least 30 days prior to the activity to the Chairman of the Exempt Staff Professional Development Committee. Unless applications are received at least 30 days prior to the activity, funding cannot be expected prior to the event. A retroactive application will be considered **if received within 15 days of the activity undertaken.**
5. The Committee will convene the last Friday of each month to consider applications. Time and place to be determined by the committee. Incomplete applications will be returned to the applicant for completion and re-submission.
6. The staff member must submit a written report of the activity to the PD Committee Chairman within 60 days of completion of the activity. **Failure to file an activity report renders that member ineligible for PD assistance for the next fiscal year.** A completed expense report and all required receipts should be cleared through Finance.



*A commitment of high quality in our programs and services, to adopting best practice approaches, to continuous improvement.*

## **EXEMPT TUITION REMISSION (ARTICLE 10.2)**

Tuition remission relief to a 50% level is available for eligible Selkirk College courses for Exempt staff, spouses and dependents as per Article 10.2 of the Administrative Staff Employment and Benefit Program.

### **Eligibility and Support Provided**

To access this benefit, employees must hold a position that is classified at or below step EX 7 on the Exempt Staff pay grid per Appendix A. The spouse and dependent children of an exempt employee are eligible provided they are not employed by the College. Approved amounts cover tuition expenses only and do not apply to other fees or taxes.

### **Procedures**

Tuition remission may also be applied for jointly with PD for Selkirk courses – tuition remission will be considered first with any remaining balances applied to the PD request. Tuition remission forms are available in paper copy at the HR Department or in the Admin area of your Campus or Centre. An electronic file is available on myselkirk.ca. Once you have the form completed, register for the course(s) and ask for a “Course Registration Statement”. Attach this to the form and submit to HR at least two weeks in advance of the course. Late applications will be accepted but may not be processed immediately. Please know that tuition remission is considered a taxable benefit.

### **Exempt Credential Completion**

(as per attached document – separate e-file)

## SCFA COMMON PROFESSIONAL DEVELOPMENT FUND

*Our employees must be engaged and their talents developed to ensure the continued success of Selkirk College. This intention is evident in our Values, in our Pillars of Success, and in our Strategic Directions. Therefore, an effective professional development program is a necessary component of a vibrant and sustainable college community.*

## COMMITTEE MEMBERSHIP

Are you missing information here??

## TERMS OF REFERENCE—SCFA COMMON

### Process and Criteria for Review and Adjudication of Applications

## COMMON PD FUND—SCFA

### Common 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 (April 1 through March 31). It is the intent of both the College and the Union to fully utilize the funds that are available each year.

*Requests for a paid leave will not be considered.*

### Criteria

The fund will support the following types of PD initiatives, in order of priority.

#### **First priority: Group PD**

These are initiatives that benefit groups of employees on a Program, School, Department or College-wide basis. For example: speakers, workshops or video-conference-based lectures, or train-the-trainer events.

**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 or statutory requirements (e.g. Human Rights).

- When an application involves an employee (employees) attending a PD event and then, upon their return, includes an opportunity to share the learning with other college members the application must include a demonstration of each of the following:
  - A proposed schedule of events for disseminating the information; e.g. workshops, Discovery Day sessions, and
  - Letters of support from colleagues who are interested in attending the events listed. The number of members supporting this application must be greater than the number of members requesting funding in the application.

If funding is received under these conditions then the follow-up report must contain feedback on the scheduled information session(s); i.e. date, duration, number of attendees, attendees' feedback on the session.

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**Note:** Normally, the maximum amount of funding that a group is eligible to receive under this category is \$7000.

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### **Second priority: Individual PD**

These are 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, or
- Personal PD to increase an employees' currency in his/her discipline, or
- Speaking or presenting at a conference or event that is related to their employment at the College.
- Textual materials that are related to their employment at the College.

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**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.

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### **Third priority: Top-up Funding**

Employees, who have received funding from the SCFA PD fund that was less than the cost of the PD event, may apply to the Common PD fund for additional "top-up" retro-active funding, to a maximum of \$500 per faculty member.

- Any top-up funding amount(s) will be included in the \$2500 maximum individual PD available.
- Top-up funding is subject to the availability of funds as of March 1; i.e. any funds on March 1, 2014 will be available to provide top-up funding to applications for the 2013-14 fiscal year.

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

### **PROCESS**

1. A Committee will be appointed by the VP Education and Students, consisting of 2 administrators and two SCFA members selected by the Faculty Association.
2. All SCFA members are eligible to apply for funding. Individuals with term contracts (i.e. casual, short-term, or annualized) are eligible to apply for funding for activities that begin before the employee's contract end date.
3. Applications for Group PD events must be approved by the school chair/dept. head and at least one other person.
4. Applications must be completed electronically and may be submitted at any time. Individual and top-up proposals should be sent to the school chair/dept. head for approval. Group proposals should be sent to the chair/head AND to a second supporter for approval. Chairs/heads and second supporters will forward the approved proposal to the Vice President Education and Students office.
5. The Committee will review applications through an electronic forum using email. The committee may call additional face-to-face meetings where deemed necessary (e.g. review of Terms of Reference).
6. The Committee will recommend which applications are to be funded and at what level in accordance with the priorities outlined above.
7. The Vice President, Education and Students will make the final decision.
8. Individuals and groups who receive funding must submit a report to the Vice President within one month of completing the activity. Failure to fulfill this requirement shall render the applicant (either the

individual applicant or the person who applies on behalf of a group) ineligible for future funding.

9. The Committee will review an application according to the dates listed in the Timelines section. The office of the Vice President will reply to the applicant within 1 week of the application review date.
10. The Committee cannot guarantee that "rush" applications requiring replies outside of the Timelines listed will be processed in time.
11. The Committee will review applications as long as sufficient funds are available.
12. Applications not funded in one review will not be forwarded to the next review cycle.

# *Collaboration*

*An approach to working within the college, with our stakeholders and partners, based on equity and mutual benefit, as well as recognizing the rewards of healthy relationships.*

**TIMELINES**

APPLICATION DEADLINE	REVIEW DATE	ALLOCATION OF FUNDS	FORM SUBMISSION DATE
March 1 <sup>st</sup>	March 15 <sup>th</sup>	Up to 50% of the total funds available in the upcoming year	April 1 <sup>st</sup>
June 1 <sup>st</sup>	June 15 <sup>th</sup>	Up to 75% of the total funds available	30 days in advance of event
September 1 <sup>st</sup>	September 15 <sup>th</sup>	Up to 100% of the total funds available	30 days in advance of event
December 1 <sup>st</sup>	December 15 <sup>th</sup>	Up to 100% of the total funds available	30 days in advance of event

**BCGEU COMMON  
PROFESSIONAL DEVELOPEMONT FUND**

*Our employees must be engaged and their talents developed to ensure the continued success of Selkirk College. This intention is evident in our Values, in our Pillars of Success, and in our Strategic Directions. Therefore, an effective professional development program is a necessary component of a vibrant and sustainable college community.*

## COMMON FACULTY PD FUND - BCGEU

(June 21, 2013)

This information pertains only to the Common Professional Development Fund as outlined in Article 18 of the current Collective Agreement between Selkirk College and the BCGEU.

### Process and criteria for review and adjudication of applications

This fund will consist of 0.6% of faculty salaries as per Common Agreement, Article 16.

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 BCGEU members as possible.

The fund will be administered on a fiscal year basis, which is April 1 through March 31. 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:

### Priority One: Group PD

The first priority will be given to initiatives that benefit groups of faculty in a Program, School, Department or College-wide.

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. Pillars of Success such as: Focus on the Learner; Teaching Excellence etc. and Strategic Directions such as Increase Enrolments and Community Development and Innovation) , or
- Education and training that will increase competence related to policy or statutory requirements (e.g. Human Rights).

### Priority Two: Individual PD

The second priority will be given to 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 or College Strategic Directions.
- Personal PD that supports a personal development plan.
- Personal PD to increase a faculty member's currency in his/her discipline.
- Speaking or presenting at a conference or event.

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*Note: A member may submit any number of applications, but the maximum amount of funding that they are eligible to receive in a fiscal year is \$2500. Funding for electronics, hardware, software, or the like will not be considered.*

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## COMMITTEE

- The composition of the review committee will be the BCGEU Professional Development Committee established under Article 18.1 (b) of the BCGEU Collective Agreement.
- The Committee will meet at set intervals (see Timelines, below) to review all applications received by the announced deadlines.
- The Vice-President Education and Students may call additional meetings of the Committee if a particular application is deemed to be both time-sensitive and exceptional in nature. Items such as early-registration discounts will not merit additional meetings.
- The Committee will recommend which proposals are to be funded and at what level.
- The Vice President Education and Students will make the final decision.
- The Committee will have a designated support person.

## PROCESS

- All BCGEU faculty members are eligible to apply for funding.
- Proposals for Group PD events must be signed by at least two people.
- A completed proposal consists of:



- A completed Application Form (see attached), including a School Chair signature and, for a group application, one additional signature, and
  - A completed Travel Advance Request form.
- Completed proposals will be submitted to the designated support person.
  - Completed proposals may be submitted at any time.
  - Employees who receive funding from this fund must submit a report to the designated support person within three months of completing the activity. Failure to fulfill this requirement shall render the faculty member ineligible for future funding.
  - The report may be shared with other college employees.

**TIMELINES**

APPLICATION DEADLINE	REVIEW DATE	MAXIMUM ALLOCATION OF AVAILABLE FUNDS
March 1 <sup>st</sup>	March 15 <sup>th</sup>	Up to 50% of the total funds available in the upcoming year
May 1 <sup>st</sup>	May 15 <sup>th</sup>	Up to 65% of the total funds available
October 1 <sup>st</sup>	October 15 <sup>th</sup>	Up to 85% of the total funds available
December 1 <sup>st</sup>	December 15 <sup>th</sup>	Up to 100% of the total funds available

**SCFA  
PROFESSIONAL DEVELOPMENT  
COMMITTEE**

## SCFA PROFESSIONAL DEVELOPMENT COMMITTEE

### TERMS OF REFERENCE—SCFA PD COMMITTEE

#### Reporting To

SCFA Executive

#### Composition

Five SCFA members and two administrators shall make up the committee to administer SCFA PD funds.

#### Term of Appointment

Each SCFA member shall be elected for a two year term. Administrators are appointed by the College President to serve for an unspecified duration.

#### Committee Chair

The Committee shall elect a new Chair at the first Committee meeting following the SCFA Spring AGM. The Chair, an SCFA member, is expected to serve two years in this position. The Chair or designate shall have observer status at meetings of the SCFA Executive with voice but no vote.

#### Meetings

Such meetings as are required to fulfill its responsibilities.

#### Observers

By invitation of the Chair.

#### Quorum

A simple majority of SCFA PD Committee members.

#### Voting

Positions are adopted by simple majority of those voting.

#### Administrative Responsibilities

The committee will establish and oversee the processes for members to request funding, for the committee to review requests, for funds to be distributed according to approvals, and activity reports to be published.

### Fiscal Responsibilities

The committee will periodically review and adjust the types and amounts of funding available to the members, prepare an annual budget, present the budget to the SCFA membership for final approval, administer the expenditures against these funds, and present a financial report annually to the SCFA membership. Documentation and approval of expenditures shall generally be made in accordance with guidelines followed by Selkirk College Accounting standards and policies; however, international travel per diem will be reimbursed at the same rate as domestic per diem for travel related to SCFA professional development activities. Some funds may be used for staff and supplies to support committee responsibilities.

#### Funds

Types of individual funding will include: assisted leave, tuition support, reimbursement for reference materials, and activities that may require cash advances to members -Department workshop funding may be supported if sufficient funds are available.

#### Eligibility for Funding

SCFA members in the first two semesters of their employment are only eligible for an amount prorated in accordance with SCFA workload. With their supervisor's endorsement, the member may request funding for activities that will be of immediate assistance in their work only if the activities occur within the dates of their contract. Opportunities for funding and amount of funding will increase after members have completed two semesters.

#### Assisted Leave

The committee will review requests for Assisted leave and recommend a candidate to the College President for selection. Funding for this leave will be withdrawn from SCFA PD funds in accordance with the Selkirk College-SCFA contract.

#### Committee Vacancies

When an SCFA member resigns with more than 3 months remaining in their term, SCFA members will be polled for volunteers to complete the term. If a meeting of all SCFA members is expected within 3 months, the committee can operate at less than full complement until an election can be held at the meeting.

A replacement for a management representative will be at the discretion of the Selkirk College Executive Committee.

**No Deficit**

The committee recognizes that overspending should not be allowed to occur.

**SUMMARY  
SCFA PROFESSIONAL DEVELOPMENT**

## DETERMINING ELIGIBILITY

Eligibility for activities is determined by your status on the date of the activity and where this date falls in the fiscal year. (The fiscal year is April 1 through March 31.) For example, you can apply in February for an advance on an activity that occurs in May.

### You are eligible if you have completed:

- Less than two semesters of work within the SCFA bargaining unit, you may be eligible for funding at the discretion of your School Chair and the PD Committee. If approved, funding will be pro-rated according to your contract percentage (FTE) for an activity that takes place during the contract period.
- At least two semesters within the SCFA bargaining unit, you are eligible for Regular PD funding. You may be eligible for funding for activities that occur outside the contracted period at the discretion of your School Chair and the PD Committee. No distinctions shall be made based upon the proportion of FTE for such employees.
- At least four consecutive semesters of work within the SCFA bargaining unit, you may choose to apply for Special PD funds.
- At least six consecutive semesters of work within the SCFA bargaining unit, you may choose to apply for tuition support
- The equivalent of three (3) years of full time employment, you may choose to apply for an assisted leave.

**"Consecutive semesters"** normally means two semesters in a row-for example, Fall 2009 and Winter 2010. However, some faculty teach courses that are only offered once per year. In that case, Fall 2008 and Fall 2009 can be viewed as consecutive semesters.

### Losing eligibility

If you do not submit final documentation for your activity, you become ineligible for further funding until the descriptive report, revised expense report, and appropriate receipts are received.

You can submit reports after the due date to re-establish limited eligibility for funding. In this case, you must seek approval before engaging in a PD activity, and apply for 100% funding on completion of the activity. When you complete two activities satisfactorily, you will have re-established eligibility and may request a 75% advance.

Members have a right to submit an appeal to the committee to reinstate forfeited funds. Such an appeal must be made within the same fiscal year as the activity occurred.

## COMMITTEE PROCESSING OF PD REQUESTS

Your request must be approved by majority vote of the SCFA PD Committee. You are competing for the limited funds available, you are not granted an annual allotment.

Typically, you will receive 75% of the expenses you have requested as an advance. If you have already received some PD funds this year, the amount may be less.

If you apply after the event, you may prefer a single payment instead of an advance.

Most requests will require a closing report. With the exception of the summer period (June – August), this report must be received within two months from the end of the PD activity, otherwise, the **remaining 25% is forfeited and you will lose eligibility for future funding until documentation is provided.** In the case of PD activities occurring in the summer period, reports are due by the last day of September, or two months after the termination date of the activity whichever date is later. If the deadline cannot be met, it is your responsibility to notify the PD Committee chair before the due date.

There is no carryover of unused eligibility from year to year. It is possible for the Committee to approve your request this year for an activity to occur next year, and even supply a travel advance. This frequently happens in the winter semester.

## SHORT TERM ASSISTANCE

### Regular Professional Development

The current maximum allowed to a member for Regular PD activities is \$1,500 per year.

There are no specific due dates for requesting funding for PD activities or Reference Materials which are in accordance with the Purpose of PD Funds and the General Guidelines. You may apply at any time.

When the PD Committee ranks applications, the value to the applicant outweighs the benefits to the College.

The descriptive report that you provide at the conclusion of your activity should include the following: what kind of activity was this, what did you find most useful, would you recommend this training to others.

## REFERENCE MATERIALS

You may apply for funding to purchase reference materials for professional development. The amount granted will be deducted from your Regular PD eligibility. If the amount requested is less than \$100, college practice is to delay payment until there are more funds owing to the member or till end of the fiscal year, whichever comes first.

In addition to a completed PD form, you will need to provide original receipts showing that the purchases were made **before the end of the fiscal year (March 31) during which reference materials were purchased.**

Reference materials are usually reimbursed in full after approval by the PD Committee.

## CONSIDERATIONS FOR SPECIAL PD, TUITION SUPPORT AND ASSISTED LEAVE REQUESTS

You can strengthen the chances of approval for your request by describing how your activity will benefit the college and your contributions to the college. Here are some suggestions:

1. Certain activities are of benefit to the College because they result in improved teaching. These activities are:
  - a. **Formal Study:** Enrollment in an accredited institution in a program relevant to the instructor's area of expertise or to the needs of the department(s) in which the member's services may be required
  - b. **Practicing One's Profession:**
    - i. development of 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 or credibility within the discipline and for which there is no pecuniary reward
  - 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:** endeavoring to advance one's knowledge and/or expertise through a project designed by the individual faculty member.
2. Certain activities are of benefit to the College but may not relate to the improvement of teaching. An example would be activities in response to changing College objectives.
3. Contributions to the College include services such as the following: performance of principal duties, significant service on College committees (provincial, inter-campus, campus, departmental), PD activities, and community work.

## Special Professional Development—for SCFA

The purpose of the Special PD fund is to provide members with an opportunity to participate in an activity that regular PD funding cannot cover because of high costs. For eligibility information, refer to Appendix 9.2.

The total cost of the activity must exceed \$1,500.00. The activity may be funded to a maximum of \$2,500.00. You will need to provide the following:

- ❖ A detailed description of the activity planned
- ❖ An explanation of the anticipated short and long term values of the activity for achieving College objectives
- ❖ A description of the immediate and long-range professional rewards to you, the applicant
- ❖ A statement of your length of service with the College
- ❖ Travel Advance Request / Expense Report with backup documentation of estimated costs. Refer to Summary section for information on completing this form.

Submit your application to the PD Committee before competition closing dates of **April 1st, June 1st, October 1st, or January 15th.** Retroactive

applications are not eligible for Special funds. Prepaid expenses will only be reimbursed if the request is approved. Special PD applications will be accepted for events occurring within twelve months of the review date.

Once you have received Special PD funds, you will be eligible for re-application after two intervening fiscal years. You will be eligible for other types of SCFA PD funding in the next two fiscal years. It is possible to apply for Special PD funding even if you have already received Regular PD funding in the same fiscal year. The combined total of funds allowed to you for both events will be limited to the maximum allowed for Special PD.

You are encouraged to develop Special PD requests in consultation with your supervisor. PD Committee members are also available for advice in preparing your proposal.

Supervisor and/or peer comments may be solicited during the process of evaluating proposals. At the discretion of the PD Committee, applicants may or may not be interviewed. You will normally be notified of acceptance/rejection of the activity within fifteen days of the deadline date.

When the PD Committee ranks applications, the benefits to the College and the value to the applicant are weighted equally.

### LONG TERM ASSISTANCE—FOR SCFA

### TUITION SUPPORT—SCFA

#### Funding

This shall be determined at the beginning of the support process and may remain flexible to a maximum of \$5,000.00 per year over two fiscal years.

#### Eligibility

For eligibility information, refer to page 34.

Applicants who have received Tuition Support will be eligible for reapplication after three intervening years of consecutive service. The following considerations will also be made:

- ❖ Tuition Support will be considered to a maximum of two years at a time.
- ❖ There will be concurrent eligibility for Regular Professional Development Funds, but not for Assisted Leave or Special PD.

- ❖ It is expected that the applicant will return to work at the College for at least one year following the time of Tuition Support.

#### Application Process

There is no form for this request. Please prepare a proposal which includes:

- ❖ A detailed description of the program planned,
- ❖ Official documents regarding anticipated tuition requirements.
- ❖ An assessment of the range of similar types of programs and the rationales for this choice
- ❖ An explanation relating short and long-term values of this level of education to college objectives
- ❖ A comprehensive statement of the applicant's previous contributions to the College
- ❖ Letters of Support from the School Chair/Department Head and Dean
- ❖ A statement of the candidate's length of service to the College.

Applications will be reviewed by the committee and ranked according to the following:

*Note: Applications shall be submitted to the Chair of the PD Committee by October 1<sup>st</sup> of the fiscal year preceding the requested supports.*

<b>Major Category</b>	<b>Weight</b>
Benefits to the College of the proposed educational plan .....	33.33%
Applicant's previous contributions to the college .....	33.33%
Value to the applicant of the proposed activity .....	33.33%

When applicants are ranked equally according to the above criteria, the determining factors will be:

- Previous submission of an acceptable application that has been deferred.

- Length of service to the College since any previous Tuition Support or Assisted Leave.

### ASSISTED LEAVE—SCFA

Assisted leaves are authorized under Article 10 of the Collective Agreement between Selkirk College and Selkirk College Faculty Association. The SCFA PD Committee reviews all requests and forwards recommendation to the College President for approval.

**Once you have received Assisted Leave funds, you will be eligible for re-application after three intervening fiscal years of consecutive service.**

The Professional Development Fund will be used to provide up to 75% of the actual cost of base salary and benefits paid to the candidate granted Assisted Leave.

There is no form for this request. Please submit the following in your proposal:

- ❖ A detailed description of the program planned
- ❖ An explanation of the anticipated short and long term values of the program for achieving College objectives
- ❖ 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 their return
- ❖ A letter of support from the applicant's supervisor
- ❖ A comprehensive statement of the applicant's previous contributions to the College
- ❖ A description of the immediate and long-range professional rewards to the individual applicant
- ❖ A statement of the candidate's length of service to the College.

Submit the proposal to the PD Committee with a copy to the College President or appropriate administrator prior to October 1 of the year preceding the requested leave of absence. A typical leave runs August (10 months after application) through July but can vary to suit individual or department needs.

### PROCESSING OF APPLICATION

Applications for Assisted Leave will be processed as follows:

- The Professional Development Committee will screen the applications and advise the College President and the candidates of committee recommendations by November 1.
- The College President will notify candidates of approval status.
- Successful candidates will advise the President of their acceptance/refusal of the Assisted Leave within three (3) weeks of the date of their notification from the College President.

#### Requirements for successful applicants

It is expected that the applicant return to work at the College for at least one year following the time of Assisted Leave.

#### Guidelines

Applicants are encouraged to develop leave requests in consultation with their Supervisors in light of department planning. Department Head or School Chair and/or peer 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 leaves for professional development by weighing major categories according to the following scale:

Major Category	Weight
Benefits to the College of the proposed educational plan .....	33.33%
Applicant's previous contributions to the college .....	33.33%
Value to the applicant of the proposed activity .....	33.33%

When applicants are ranked equally according to the above criteria, the determining factor will be previous submission of an acceptable 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.

### GROUP WORKSHOPS

We encourage groups to apply to the SCFA Common Faculty PD Fund.

## APPEALS PROCEDURE

If you feel that a decision rendered by the PD Committee has not been fair, contact the Chair of the Committee and state your case. If the Chair is not able to resolve the matter, the member can request to appear before the Committee as a whole. It might be advisable at this time to consult with an SCFA Executive Member for outside advice on preparing the appeal.

The PD Committee will render their decision on an appeal in an in-camera session following the meeting with the member, and the member will be notified of this decision. This will represent the determining and final decision of the Committee.

If there are any doubts as to whether proper procedures were followed by the Committee or its Chair, the member can appeal to the SCFA Executive for a ruling on this matter.

## Curiosity

*A passion to uphold the spirit of learning and inquiring address the challenges with creative solutions inspire the imagination, spirit and mind to be learners for life.*





## FREQUENTLY ASKED QUESTIONS!

## FREQUENTLY ASKED QUESTIONS

### Which sections of the Collective Agreement apply to PD?

Articles 8.10 and 10.1 are the most pertinent sections in the Local SCFA Agreement effective April 1, 2007.

### Am I required to do Professional Development?

Members of the SCFA are responsible for selecting and engaging in professional development and/or course development activities. Toward this end, regular Faculty members are provided with 22 working days per academic year for professional and/or course development activities. Many activities require no additional funding.

### Where do I get the money to take a course or attend a conference?

1. One source is the Professional Development fund sponsored by your union.
2. Members of the BCGEU or SCFA should review the Terms of Reference of the BCGEU or SCFA Common Faculty PD Fund to see if their request would be appropriate for this fund.
3. Check with your School Chair to see if there are available funds in your school budget.

### Can a group get funds for a group activity?

Check on the availability of funding through the Common PD Funds. SCFA members may share accommodations and travel expenses while engaging in individual PD activities.

## OVERVIEW OF ELIGIBILITY FOR SCFA PD

The following table is a summary of the categories available for funding along with associated eligibility information.

**Note:** The PD year is the same as the College Fiscal year-April 1 to March 31.

PD FUNDING CATEGORIES	ELIGIBLE AMOUNTS	APPLICATION DATES	GENERAL ELIGIBILITY CRITERIA
Regular PD (includes Reference Materials)	\$1,500/year	No deadlines; you can apply at any time.	<ul style="list-style-type: none"> <li>Faculty on continuous full-time or proportional appointments.</li> <li>Faculty on probationary appointments after satisfactory completion of two semesters.</li> <li>Faculty on short-term or annualized appointments may be eligible if the activity occurs during the contract period.</li> </ul>
Special PD	\$2,500 every three years	January 15 <sup>th</sup> April 1 <sup>st</sup> June 1 <sup>st</sup> October 1st	<ul style="list-style-type: none"> <li>Faculty on continuous full-time or proportional appointments</li> <li>Applicants must have completed four consecutive semesters at the college.</li> </ul>

PD FUNDING CATEGORIES	ELIGIBLE AMOUNTS	APPLICATION DATES	GENERAL ELIGIBILITY CRITERIA
Tuition Support	\$5,000.00/year for a two year period	October 1st of the year preceding the request for support	<ul style="list-style-type: none"> <li>Applicants must have completed six consecutive semesters as a member of the SCFA.</li> <li>Applicants who receive Tuition Support will be eligible for reapplication after three more consecutive years of employment at the college.</li> <li>Successful applicants are eligible for Regular PD, but not Special PD or Assisted Leave funding.</li> </ul>
Assisted Leaves	75% of base salary for a period of 12 months or 6 months	October 1st of the year preceding the request for support	<ul style="list-style-type: none"> <li>Applicants must have completed the equivalent of three (3) years of full time employment as a member of the SCFA.</li> <li>Successful applicants are not eligible for other PD funding to support their assisted leave activity.</li> <li>Successful applicants may apply for Regular Term PD, but the activity must clearly be separate from their Assisted Leave activity.</li> </ul>

