

Terms of Reference Part 2
Common Faculty PD Fund - BCGEU
(amended May 15, 2007)

Part 2 pertains only to the Common Professional Development Fund as outlined in Article 18.03 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, per article 3.1 of LOU#6 of the Common Agreement.

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. Unspent funds will be carried over as per Common Agreement.

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 or College Strategic Directions.
- 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.

Process

- The review committee will be the BCGEU Professional Development Committee established in Part 1.
- All BCGEU 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 three months of completing the activity. Failure to fulfill this requirement shall render the faculty member ineligible for future funding.

Note: Funding for electronics, hardware, software, or the like will not be considered.

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	March 15	Up to 100% of the previous year's funds and up to 50% of the total funds available in the upcoming year	April 1
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

Note: for the 2007 – 2008 fiscal year only and due to the late publication of these deadlines the first eligibility date is June 1.

**COMMON FACULTY PD FUND
APPLICATION FORM—BCGEU**

Name:		Priority: One <input type="checkbox"/> Two <input type="checkbox"/>
Date of submission:		Amount requested: \$
Funding category: ¹ Group <input type="checkbox"/> Individual <input type="checkbox"/> Top-up <input type="checkbox"/>		
Name:	Tel:	School:

SCHOOL SUPPORT:

I support this proposal.

School Chair Signature

Second Signature (for Group PD)

REVIEW COMMITTEE COMMENTS:

PROPOSED ACTIVITY

Describe the proposed activity

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¹ Note that the Review Committee reserves the right to disagree with the submitter's classification.

ALIGNMENT WITH CRITERIA

Describe how this activity fits the criteria for this fund and how this will benefit the group or individual that will take part in this PD activity.

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AMOUNT REQUESTED

ITEM e.g.: honorarium, fees, tuition, travel, accommodation, etc.	COSTS
TOTAL COSTS	
FUNDING FROM OTHER SOURCES (IF APPLICABLE)	
NET REQUEST	

TIMELINES

When must you have a decision? When will the PD event start/end?

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ADDITIONAL INFORMATION

Add any other information that may assist the PD Review Committee in making a decision.

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