

Selkirk College Professional Development Application Process

Step	Responsibility	Task
1	Employee	<ul style="list-style-type: none"> Download application form at https://my.selkirk.ca/staff/tools/pd/ Save it to your computer, complete. Include a URL of the conference/agenda/course outline, etc. Forward the application as an email attachment to your supervisor for approval.
2	Supervisor	<ul style="list-style-type: none"> Review application. Provide your approval by forwarding the employee's email and attachment to the PD Administrator for the applicable employee group.
3	PD Administrator	<ul style="list-style-type: none"> Review application. Type in the supervisor's name and the date he/she approved the application (date emailed to you). Keep the supervisor's email – you'll attach it when you send the message of PD approval to the applicant. Ensure application is complete and is aligned with applicable Terms of Reference. Upload the application to Moodle in accordance with timelines in the applicable Terms of Reference. Send email notification to PD Committee asking them to review and vote on applications.
4	PD Committee	<ul style="list-style-type: none"> Review and vote on applications in Moodle.
5	PD Administrator	<ul style="list-style-type: none"> Capture vote for auditing purposes (must demonstrate who voted what). Email standard approval/non-approval message to applicant. Attach the PD application complete with account code(s) and approval email(s). CC Finance Clerk. Update PD Tracker on S:\Drive.
7	Employee	<ul style="list-style-type: none"> Contact Finance Clerk (as identified in your PD approval email) with any questions regarding the financial portion of your application. Submit travel advance request and/or appropriate documentation (course registration, airfare quotation, conference agenda, etc. to Finance Clerk).
8	Finance Clerk	<ul style="list-style-type: none"> If necessary, review travel policy and procedures with applicant. Review and process travel advance request/reconciliation. Update PD Tracker in S:\Drive.
9	Employee	<ul style="list-style-type: none"> Submit PD Activity Report to PD Administrator upon completion of the activity.
10	PD Administrator	<ul style="list-style-type: none"> Update PD Tracker in S:\Drive with the date the PD Activity Report was received.