

Terms of Reference

Common PD Fund - SCFA

Process and criteria for review and adjudication of applications

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 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).

There are two types of Group PD and these are described below. Please read the definitions and criteria carefully.

1. The first type of Group PD involves events, such as bringing in a guest speaker or facilitator who will present to a group of people, lead a workshop, train employees, etc. Applications for this type of Group PD must be supported by the School Chair/Department Head **and** at least one other SCFA member.
2. The second type of Group PD involves an applicant or number of applicants attending a PD activity, such as a conference or workshop, so that the applicant(s) can facilitate a training event upon their return. In this case, the designation of Group PD refers to the training event that will happen when

the applicant(s) of the funding return. Each of the following must be included in the application for it to be considered as Group PD:

- A proposal that outlines:
 - a) how attending the PD activity will support a specified initiative identified by the School or Department; and
 - b) upon the applicant's return, the event(s) in which the applicant(s) will be training other employees. This proposal must include an agenda and specific outcomes for the training event, the date and location, and the names of SCFA members who have committed to attend.
- Applications for this type of Group PD must be approved by the School Chair/Department Head and include a letter of support signed by SCFA members who are committed to attending the training event(s) proposed. The number of signatures must be greater than the number of SCFA members requesting to attend the PD activity. **If funding is received, the follow-up report must provide feedback on the training event, date, duration, number of attendees and outcomes.**

***NOTE:** Normally, the maximum amount of funding that a group is eligible to receive, under this category, is \$7,000.

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 employee's 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.

****NEW** All requests for Individual PD must first be directed to the Regular SCFA PD Fund chaired by Rebecca Jacobson.** If the application is approved by Regular SCFA PD and the amount required exceeds the Regular SCFA PD limit, the application will be forwarded to Common PD for the additional funding up to \$2,000.

Individuals who have used their Regular SCFA PD funds may also apply to Common PD to fund further PD activities. The maximum amount one person can receive for individual PD events in a fiscal year is \$2,000.

Funding for electronics, hardware, software, etc. will not be considered.

Process

- i) A Committee will be appointed by the Vice President, Education and Students, consisting of two administrators and two SCFA members selected by the Faculty Association.
- ii) All SCFA members are eligible to apply for funding. Individuals with term appointments (i.e. casual short-term) are eligible to apply for funding for activities that begin before the employee's appointment end date.

- iii) Applications for Group PD events must be approved by the School Chair/Department Head and at least one other SCFA member depending on the type of PD. See the above Terms of Reference for complete application instructions.
- iv) Applications must be completed electronically and may be submitted at any time. Incomplete applications will be returned to the applicant. It is the applicant's responsibility to ensure all required signatures and approvals are on the application form and submitted by the appropriate deadline.
- v) The Committee will review applications through an electronic forum. The committee may call face-to-face meetings where deemed necessary (e.g. review of Terms of Reference).
- vi) The Committee will recommend which applications are to be funded and at what level in accordance with the priorities outlined above.
- vii) The Vice President, Education and Students will make the final decision.
- viii) Individuals and groups who receive funding must submit a PD 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.
- ix) The Committee will review an application according to the dates listed in the Timelines section. Applications that have been forwarded from the regular SCFA committee will be reviewed shortly after they are received. The office of the Vice President will reply to the applicant within one week of the application review date.
- x) The Committee cannot guarantee that "rush" applications requiring replies outside of the Timelines listed will be processed in time.
- xi) The Committee will review applications as long as sufficient funds are available.
- xii) Applications not funded in one review will not be forwarded to the next review cycle.

Timelines

Application Deadline	Review Date	Maximum Allocation of Available Funds
March 1 st	March 15 th	Up to 50% of the total funds available in the upcoming year
June 1 st	June 15 th	Up to 75% of the total funds available
September 1 st	September 15 th	Up to 100% of the total funds available
December 1 st	December 15 th	Up to 100% of the total funds available