

Faculty Employee Professional Development Guidelines

Jointly Prepared By:

The College of New Caledonia

And

**The Faculty Association of the College of New
Caledonia**

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Introduction

Each fiscal year faculty employees of the College of New Caledonia (CNC) have access to two sources of Professional Development Funds as established through the agreement of CNC and the Faculty Association of CNC (FACNC). They are:

1. 0.8% of total faculty salaries for the previous fiscal year; and
2. 0.6% of total faculty salaries for the previous fiscal year

The 0.8% fund is set out at Article 13.1.1 of the Local Agreement between CNC and the FACNC and the 0.6% fund is set out in Letter of Understanding (LOU) #6 of the Common Agreement. See Appendix A for relevant collective agreement provisions regarding the 0.8% fund and Appendix B for the LOU regarding the 0.6% fund.

These two funds are administered by the Professional Development Committee (PD Committee).

The purpose of this document is to provide detailed information and guidelines in order to:

- Assist faculty employees in making applications for Professional Development Funds (PD Funds).
- Assist the PD Committee in overseeing the disbursement of the PD Funds.

Purpose of the Funds

All PD Funds are intended to support faculty employees in activities that enhance present skills and knowledge, adapt to new work methods, prepare for career advancements within the College, as well as any other activities acceptable to the PD Committee.

The highest priority for Professional Development is given to those activities that are shown to be an enhancement or an improvement of a faculty employee's ability (or faculty employees' abilities) to perform their duties at the College or that are directly related to their faculty responsibilities.

Examples of Professional Development Activities

Examples of activities and expenses that may be supported through PD Funds include:

- Expenses towards attending courses, conferences, workshops, and industry-based or speciality training of four months or less in duration.
- Tuition towards obtaining a degree or professional certificate.
- Purchase of materials that support Professional Development (e.g. software, books, papers and other appropriate materials).
- The cost of release time to support Professional Development.
- The cost of group activities such as seminars, forums, workshops or meetings that would be arranged for particular interest-groups of faculty employees.
- The costs associated with conducting research.
- Professional fees and memberships where such fees are not a requirement of a faculty employees' position.

These are examples only. Faculty employees are encouraged to make other proposals that are intended for the purpose of the PD Funds as stated above.

The extent to which any activities and expenses would be supported through PD Funds would be limited by the maximum dollar amounts as set out in these guidelines.

Eligibility for Professional Development Funds

All faculty employees whose employment with the College is covered by the CNC-FACNC Collective Agreement are eligible to apply for PD Funds.

Additionally, applications may be made for PD Funds on behalf of interest groups of faculty employees where the purpose of the application is to provide a non-required Professional Development activity intended for that interest-group of faculty employees. Such an application may be initiated in a variety of ways including, for example, by:

- A member or members of the group;
- A faculty employee with responsibilities related to the professional development of his/her colleagues; or
- A member of the PD Committee.

Applications for PD Funds will not be accepted from a faculty employee who has provided CNC with a notice of resignation or retirement.

Non-Eligible Activities and Expenses

Activities and expenses not eligible for PD Funds include expenses required for the College's designated representative at an articulation meeting, annual professional fees where such fees are a requirement of a faculty employees position (e.g. fees related to designations such as C.A., C.M.A., P. Eng, R.P. F., etc), training or education that is required by the College, hardware, and the top-up of education leave salaries.

Application Procedures

Applications for PD Funds will be made on the appropriate forms, which are available as Appendix C to this document, and at

http://www.cnc.bc.ca/Working/Human_Resources/Training_and_PD.htm

Group applications must have a designated contact person who will be responsible for the application process, documenting expenditures and reporting on the activities.

Where the completion of the proposed PD activity will require Professional Development time or release time, the approval of such time must be approved by the appropriate Dean, Regional Director or Supervisor. Where the completion of the proposed PD activity will require Education Leave such leave will require approval through the procedure for approval of Education Leave (as per Article 12.4. of the Collective Agreement).

All applications for funding should adhere to the following deadlines to be guaranteed consideration:

Table 1- Deadlines and Allocation of PD Funds:

Deadline for Submission	Covering Period	Amount of PD Funds Available
January 15	February and March	45%
March 15	April, May & June	
May 1	June, July, and August	35%
June 1	August, September, and October	
September 1	October, November, and December	20%
November 1	December, January, February	

Applications that are submitted after the above deadlines are still considered since it is likely that in some cases applicants will not become aware of a PD activity until after the deadline has passed.

Applications must include an estimate of expense costs.

Professional Development Committee Application Review Procedures

Priorities

The following will be considered by the PD Committee in setting priorities for the funding of applications:

- The highest priority for funding is given to those PD activities that are shown to be an enhancement or an improvement of a faculty employee's ability (or faculty employees' abilities) to perform their duties at the College or that are directly related to their faculty responsibilities.
- Where possible, 90% of expenses will be paid but reduced funding may be offered by the PD Committee when funds are limited. In that case, the following priority scheme is used:

Highest priority: registration or course fees, transportation, accommodation

Lowest priority: meals/sundries

- Applicants who have most recently received PD Funds will have a lower priority. However, being the contact person on a group application will have no impact on an applicant's priority relative to an individual application that s/he may submit.

The following priorities will be used when awarding PD Funds to applications submitted after the deadlines and to applicants seeking additional funding:

- The top priority will be for “after the fact” funding; i.e. for applications made after the PD activity has started. In such circumstances applications for PD funding will be considered at the end of the fiscal year if funds remain. However, the applicants assume full liability for their commitments and the PD Committee is under no obligation to provide funds.
- The next priority will be for ‘over the allowed limit’ requests where the original request exceeds the limit.
- The final priority will be for ‘over the allowed limit’ requests that represent an additional professional development activity proposal.

All else being equal, preference will be given to applications which are subsidized by funds from other sources, excluding the College of New Caledonia.

General Professional Development

Regular Full-time, Regular Part-time and Sessional faculty employees are eligible for 90% of cost to a maximum of \$2,000.00 per fiscal year.

Non-regular Part-time faculty employees on the Non-Regular Seniority List (NRSL) are eligible for 90% to a maximum of \$1350.00 per fiscal year.

Non-regular Part-time faculty employees are eligible for 60% of cost to maximum of \$1000.00 per fiscal year.

Sessional and non-regular part-time employees, including those on the NRSL must apply for funds during their contract and use the funds within 9 months after the completion of their contract or by the end of the fiscal year, March 31 (whichever is longer).

Those who apply for and receive the maximum funds for the year may be eligible for and therefore may apply for additional funds on the PD application form. Such requests will be considered at the end of the fiscal year. The additional maximum will be \$2000, \$1350 and \$1000 respectively. It is the responsibility of the applicant to request, in writing, the additional funds.

Supporting Materials

Where the PD expense applied for by a faculty employee is the purchase of materials that support professional development (e.g. books, software), the maximum amount that would be granted to the employee is as follows:

Regular Full-time, Regular Part-time and Sessional faculty employees are eligible for 90% of the cost of the purchase of such materials to a maximum of \$300.00 per fiscal year.

Non-regular Part-time faculty employees on the NRSL are eligible for 90% of the cost of the purchase of such materials to a maximum of \$200.00 per fiscal year.

Non-regular Part-time faculty employees are eligible for 60% of cost of the cost of the purchase of such materials to maximum of \$60.00 per fiscal year.

These amounts form a portion of the overall maximums available to a faculty employee per year (i.e. the amounts set out above for the purchase of materials that support professional development is not in addition to the overall maximums).

Credentials Professional Development

Where the PD activity applied for by a Regular Full-time or Regular Part-time faculty employee is tuition and other expenses directly related to the attainment of a degree or professional certification, such an employee is eligible for 90% to a maximum of \$6,000 (rather than the \$2,000 noted above) per fiscal year. Such an employee would not be eligible to apply for any additional funds that fiscal year.

Group Professional Development

Approved group applications for PD activities carried out within or across CNC campus communities will be reimbursed for 100% of the costs of the PD activity. Where there is an individual tuition or registration fee associated with a group PD activity such a fee will form a portion of the overall maximums available to a faculty employee per year.

Table 2 - Status/Activity, Maximums and Supporting Material Levels:

Status/Activity	Level of PD Funding	Maximum Amount of PD Funding	Maximum Supporting Material (within annual allotment)
Regular Full Time Regular Part Time Sessional	90%	\$2,000	\$300
Part Time on NRSL	90%	\$1,350	\$200
Part Time	60%	\$1,000	\$60
Group	100%	Where there is a fee per individual employee in the group, the fee forms a portion of the employee's annual allotment.	
Credential (Regular Full Time Regular Part Time)	90%	\$6,000	

Procedures

Upon receipt of an individual application the PD Committee Secretary verifies the applicant's last PD funding claim and amount.

The PD Committee meets shortly after the deadline for each period to consider applications.

A quorum is three members of the PD Committee, as long as both parties are represented.

Approved applications are recorded by the Treasurer. The Secretary notifies applicants.

Decisions and summary reports will collectively form the basis of the PD Committee Year-end report and financial statement which will be filed in the CNC Archives.

Information about applicants submitted in connection with applications and distributed to PD Committee members will be returned to the Chairperson when decisions have been made.

A master copy will be kept by the PD Committee Secretary. All other copies will be destroyed.

Travel and Expenses for Successful Applicants

Cash advances must be requested on the PD Application Form. The Accounts Payable system at CNC requires at least two weeks to process cash advances once an application has been received in Accounts Payable.

All travel and related expenses and claims for such expenses must be made in accordance with the CNC travel expense policy (www.cnc.bc.ca/_shared/assets/FF7002573.pdf) and claimed on the PD Application Form

http://www.cnc.bc.ca/Working/Human_Resources/Training_and_PD.htm

CNC employees are eligible for BC Government rates for hotels, car rentals etc. Such rates should be sought whenever possible. Information is available at

(<http://pss.gov.bc.ca/psb/travel/employee-travel-and-vehicle-rental.html>).

Professional Development Activity Expense Submissions

Upon completion of the PD activity the applicant is required to notify the PD Committee in writing of the completion of the activity in accordance with the guidelines for such reporting. If the activity has not been completed successfully, the applicant is required to provide a detailed explanation to the PD Committee.

All applicants must provide the actual costs of the PD activity on the PD Application Form and provide this to the PD Committee upon the completion of the PD activity. All expenses must be supported by original documentation. Unsupported expense claims and claims not supported by original documentation are not paid.

The final payment is logged by the secretary of the PD Committee.

Claims exceeding the original amount applied for may be limited to an additional amount of up to 10% more than the original amount applied for. Where funds are available at the end of the year the PD Committee, at its discretion, may agree to pay the full amount of the claim. However, no amount can be paid that is above the maximum dollar amounts and maximum percentages of the overall cost of the PD activity, as set out elsewhere in these guidelines.

Professional Development Activity Reporting

General

Each recipient who has been granted funding for a PD activity is responsible for the submission of a report of the activity using the guidelines for such reporting as provided below. Only complete and professionally presented reports which follow the reporting guidelines will be accepted.

The purpose of the report is to:

- share knowledge gained from PD activities with colleagues;
- provide professional accountability in confirming the validity of the PD activity; and
- provide a model for PD activity which colleagues may adapt for their own PD proposals.

Collectively, these reports will form the basis of the PD Committee Year-end report and financial statement which will be filed in the CNC Archives.

For the purposes of distribution, each project in the PD Committee summary report will be assigned a file number.

The applicant will submit a final report to the PD Committee within thirty days after the completion of his/her project or by September 30 for projects completed between June 1 and August 31. Attached to this report will be all original documents which are necessary to demonstrate completion of the project (originals not required for the purpose of the applicant's financial statement will be returned to the applicant if requested). The PD Committee reserves the right to require any further reasonable documentation.

The applicant will report immediately to the PD Committee any material changes or difficulties to his/her project. The PD Committee reserves the right to alter the terms of the project if it deems such changes to be appropriate in the circumstances.

The applicant will report to the PD Committee any periods of illness which interfere with the expected execution of his/her project. The PD Committee reserves the right to alter the terms of the project if it deems such changes to be appropriate in the circumstances.

Non-Completion of Approved PD Activities

The PD Committee reserves the right, at any time, to alter the amount of funds allocated to a PD activity if the activity is not or will not be completed or is altered in a non-approved manner.

Under such circumstances, the successful applicant will be required to repay to the College of New Caledonia an amount equal to all or part of his/her PD funds if the applicant does not carry out the project for which he/she was granted funds by the PD Committee.

Cash advances that are provided to the faculty employee by the College must be returned to the College through the PD Committee in the event that the PD activity is not carried out or in

the event that the amount of the advance exceeds the amount of PD funds approved by the PD Committee where the PD activity is altered or it is not completed satisfactorily.

Report Format

In general, the report will be one to three pages in length (excluding appendices) and will include the following:

1. Summary: This will be a brief overview of the main components of the PD activity and the highlights of the results.
2. Body of the report: This should include:
 - A critical review of each component of the PD activity, detailing both positive and negative aspects re professional growth; and
 - A personal narrative of the PD experience, including personal and professional impact on the participant and discussion of new capabilities and insights.
3. The body of the report may also include:
 - Tangible outcomes of benefit to the individual or the College (e.g.: publications/software). (For reference purposes see Article 5 of the Common Agreement and Article 16.3 of the Local Agreement regarding copyright).
 - Intangible outcomes that are of benefit to the individual, with projected contribution to College programs.
 - Recommendations re: efficacy of components of the PD activity for future applicants, resource people, resource acquisitions.
 - Plan of follow-up activities (other than this report) to share benefits of the PD activity with colleagues.
4. Documentation (i.e. appendices, as appropriate). For example:
 - Course-related: Copies of course descriptions, transcripts, certificates, abstract of main paper.
 - Project/work-related: Copies of abstracts or description of tangible products or findings, project/work terms of reference, testimonial letters.

Failure to File a Satisfactory Report: Failure to file a report or to file a satisfactory report with the PD Committee will result in non-payment of the balance of the PD funds and immediate rejection of any and all further applications for funding to the PD Committee, until such time that the report is filed with an explanation satisfactory to the PD Committee. Any outstanding funds payable are forfeited after 90 days. Such failures will appear in the year-end report of the PD Committee.

Appeals

In the event that an applicant is denied funding, the applicant may appeal the decision of the PD Committee.

Appeals Committee

The Appeals Committee of the PD Committee will be structured on an ad hoc basis, where cases will be adjudicated as they arise.

Each PD Fund Appeals Committee, for each case, should consist of a minimum of two faculty employees and two administrators, none of whom is directly associated with the activities of the appellant.

Appeal Committee Procedures

- Written notice of appeal is filed with the PD Committee.
- The Vice-Chair of the PD Committee strikes the Appeals Committee, notifying both the PD Committee and the appellant of the composition of the Committee.
- The Appeal Committee shall meet within 10 working days of the filing of a written appeal of a PD Committee funding decision. There is a recognized degree of urgency, in view of the relatively short notice or deadlines associated with various endeavours.
- The Committee will hear arguments from both the PD Committee and the appellant, arrive at a decision regarding the appeal and communicate the decision to both the PD Committee and the appellant.

The PD Committee agrees to accept the decision of the Appeal Committee in each respective case.

Following a decision, the Vice-Chair of the PD Committee will instruct the Appeal Committee to stand down.

Professional Development Committee

Membership

The PD Committee shall consist of six members: three nominated by the Board and three nominated by the Faculty Association.

The PD Committee is empowered to establish its own size and structure subject to Article 13.1.3 of the Collective Agreement (equal representation).

Selection of Officers – Procedures

The PD Committee will select a committee member to chair the PD Committee. The Chair will be a Faculty Association nominee to the Committee. The PD Committee will also select a Secretary and Treasurer.

In the event that the Chair is incapable of discharging such financial "signing authority" duties as are necessary, both the College Board and the Faculty Association shall be notified by the PD Committee Secretary as instructed by the PD Committee. The PD Committee will then select a replacement member to Chair the PD Committee. Such a replacement will be a Faculty Association nominee to the Committee.

Terms of Reference

- Process all applications for PD Funds as defined under 13.2.3 and 13.6.4 and LOU #6.
- Develop and recommend new or changed guidelines related to the PD Fund.
- Develop and recommend standard forms and memos for PD Committee and Applicant use.
- Generate summaries/annual reports.
- Instruct the PD Committee Treasurer for the disbursement of funds through the CNC Accounts Payable system.

Procedure

- Meet as necessary to consider applications for PD Fund approval.
- Forward notice of decisions to applicants and commitments of PD Funds to Accounts Payable with instructions to Accounts Payable to disburse PD Funds.

While all members of the PD Committee are voting members, normally the decisions of the Committee will be made by consensus.

Chair

- Calls all meetings of the Committee as a whole.
- Prepares agendas.
- Receives correspondence.
- Sole Committee voice regarding award details.
- In the event of unavailability:
 - a) appoints a member of the PD Committee to speak for the PD Committee, regarding award details, for that occasion, only.
 - b) appoints, in writing, a member of the PD Committee to sign any and all financial documents related to the PD Funds.
- Liaises with Accounts Payable regarding the PD Fund.
- Is one of two signatories (instructed by PD Committee) for instructions to Accounts Payable for the disbursement of PD Funds through the CNC Accounts Payable system. The second signatory shall be the PD Committee Treasurer or appointed designate.
- Other duties, as assigned by the PD Committee.

Vice-Chair

- Acts as chair in absence of chair
- Manages the activity of PD Committee Appeals Committee
- Other duties, as assigned by the PD Committee.

Secretary

- Prepares minutes of meetings, reflecting discussion, motions and decisions.
- Oversees maintenance of Committee documents and policies related to awards, files related to each application, historical files and forms for PD Committee and applicant use.
- Responsible for preparation of award notifications at the instruction of the PD Committee.
- Prepares report for CNC Archives.
- Maintains Master Files on behalf of the PD Committee.

Treasurer

- Periodically reports on the use of PD Funds.
- One of the two signatories for disbursement of PD Funds through the College Accounts Payable system.
- Informs the PD Committee regarding the status of the fund, reporting to the PD Committee on accounts of committed and expended funds.
- Uses an internal accounting process which conforms to normal accounting practices.

Appendices

Appendix A - Collective Agreement Provisions Regarding the 0.8% PD Fund

Articles in the CNC-FACNC Local Agreement Regarding the 0.8% PD Fund

- 13.4.2 The Professional Development Committee is a joint committee of the Faculty Association and the College consisting of an equal number of members selected by each party. The Professional Development Committee carries out those functions described in 13.6.
- a. The Professional Development Committee (PDC) shall consist of a minimum of six (6) people; three (3) nominated by the Board and three (3) nominated by the Faculty Association.
 - b. The Professional Development Committee (hereinafter referred to as the "PDC") is empowered to establish its own size and structure subject to 13.4.2.a. The Faculty Association and the Board will nominate their own representatives. Should the size be increased, equal representation shall be maintained.
 - c. The PDC is responsible for maintaining operating procedures and policies for the management of the Professional Development Fund (PDF) established in 13.1.1.b. and the distribution of such funds. Such procedures and policies are subject to the terms of the Collective Agreement and must contain provisions addressing the following:
 - i. establishment of the positions of Chairperson, Vice-Chairperson, Treasurer and other officers and positions as deemed necessary. The Chairperson will be a member of the Faculty Association;
 - ii. a list of responsibilities and duties of the officers of the PDC;
 - iii. procedures for filling officers' positions;
 - iv. policies establishing types of activities that are considered short term professional development activities subject to 13.2.3;
 - v. policies addressing eligibility for participating in professional development activities funded by the PDF;

- vi. policies for allocation and distribution of the PDF;
 - vii. procedures for receiving and approving applications for professional development funds and a procedure to provide for the disbursement of the PDF through the College accounts payable system;
 - viii. procedures for periodic reporting on the use of professional development funds;
 - ix. a procedure for producing a year-end report;
 - x. procedures for reviewing and changing PDC operating procedures and policies and a procedure for reporting procedures and policies to the Board and the Faculty Association.
- d. The PDC shall operate with a fiscal year beginning April 1 of each year.
 - e. The PDC shall publish its operating policies and procedures no less than annually.

Procedures for Short -Term Professional Development Activities

- 13.6.1 The Board shall advise the Professional Development Committee of the amount of funds to be available for short term professional development activities as determined by 13.2 and 13.3.1 no later than April 1 for the period of one year following. The PDC shall have the authority to approve dispersal of such funds in accordance with normal College accounting practices subject to 13.6.2, 13.6.3 and 13.6.4.
- 13.6.2 The Professional Development Committee has the responsibility of preparing guidelines for the disbursement of short term professional development activity funds, receiving faculty employees' applications for the use of such funds, and approving the disbursement of such funds. Such guidelines shall contain reasonable timelines for the approval and dispersal of such funds subject to 13.6.3 and 13.6.4, shall require that the faculty employee contribute no less than 20% of the cost of a short term professional development activity, shall require that faculty employees report on activities and provide statements of expenses, and shall include an internal accounting process which conforms to normal accounting practices.

- 13.6.3 All faculty employees may apply to the Professional Development Committee (PDC) for funds to pursue short term professional development activities.
- 13.6.4 Short-term professional development funds shall be used for, but not be limited to, such activities as attending courses and conferences, travel expenses, and other activities acceptable to the PDC. Such funds are not to be used for articulation expenses, replacement costs of faculty on approved professional development time, or regular College business, or for training or education required rather than authorized or recommended by the College.
- 13.6.5 The PDC is accountable to the Board and Faculty Association. A year-end financial summary and a copy of the annual College audit shall be provided to both parties. Either party has the right to request periodic financial statements and details of short term professional development activities funded.

Appendix B - Letter of Understanding Regarding the 0.6% PD Fund**LETTER OF UNDERSTANDING 6****COMMON FACULTY PROFESSIONAL DEVELOPMENT FUND****1. Purpose**

- 1.1** The Common Faculty Professional Development Fund (“the Fund”) is in support of various types of professional development activities. Such professional development is for the maintenance and development of the faculty members’ professional competence and effectiveness. The purpose is to assist faculty to remain current and active in their discipline and program. The Fund is not meant to replace any existing development or educational funds.

2. Process

- 2.1** The local parties will mutually agree on a process and criteria for the review and adjudication of employee applications to the Fund. The process will include the recommendation of adjudicated applications to the applicable senior administrator. The senior administrator is responsible for the final approval of applications.

3. Fund

- 3.1** The Fund will be set at point six of one percent (0.6%) of faculty salary for each institution.
- 3.2** Any monies in the Fund not spent at the end of one fiscal year shall be carried forward to the following fiscal year.

Appendix C – Faculty Employee Professional Development Fund Application

1. Faculty Professional Development Fund: General Application
2. Faculty Professional Development Fund: Credentials Application
3. Faculty Professional Development Fund: Group Application

Faculty Professional Development Fund: General Application

Application #: _____

Date received: _____

Date of application: _____

Name: _____

Phone: _____

Department: _____

Campus: _____

Please answer ALL the following questions.

1. Faculty Classification: (If you do not know your classification status, please contact the Human Resources Department, Local 5828 or your area steward)

Regular Full time/Regular Part time

Sessional faculty

Non-regular Part-time (on the non-regular seniority list)

Part-time faculty not on the non-regular seniority list

Contract Dates: From: _____ To: _____

Contract Dates: From: _____ To: _____

Contract Dates: From: _____ To: _____

2. Professional Development activity for which funds are being requested:

3. Brief description of program/activity for which you are seeking funding. Attach copies of any supportive material (i.e. brochures, agenda, etc.):

4. Dates of Activity: _____

5. Location(s): _____

6. Brief description of the specific professional needs that will be met by this activity:

7. Date of funds last received: _____ Amounts of funds last received: _____

8. Will you be receiving any other funds to subsidise this project? (i.e. department, ministry, grant, etc.)? YES NO

If yes, please explain.

Signature of applicant: _____ Date: _____

Faculty Professional Development Fund: Credentials Application

Application #: _____

Date received: _____

Date of application: _____

Name: _____

Phone: _____

Department: _____

Campus: _____

Please answer ALL the following questions.

1. Faculty members are entitled to apply for either General PD **or** Credentials PD. The maximum for Credential PD is \$6000 per year. Please check off the kind of credentials professional development for which you are applying.

degree: _____

professional certification: _____

other (please specify): _____

2. Faculty Classification: (If you do not know your classification status, please contact the Human Resources Department, Local 5828 or your area steward)

Regular Full time

Regular Part-time

3. Brief description of program/activity for which you are seeking funding. Attach copies of any supportive material i.e. brochures, agenda, etc.:

4. Dates of Activity: _____

5. Location(s): _____

6. Brief description of the specific professional needs that will be met by this activity:

7. Dates of last PD funds received. _____ Amount of funds last receive: _____

8. Will you be receiving any other funds to subsidise this project? (i.e. department, ministry, grant, etc.)? YES NO

If yes, please explain.

Signature of applicant: _____ Date: _____

Faculty Professional Development Fund: Group Application

Application #: _____
 Date received: _____

Date of application: _____
 Name of Faculty member applying on behalf of the group: _____
 Phone: _____ Department: _____
 Campus: _____

Please answer ALL the following questions.

1. Faculty members, if known, who will be benefiting from the PD activity (if not enough space, please attach list on a separate sheet).

Name of Faculty Member	Area	Tuition/Fee Amount (if applicable)

2. Professional Development activity for which funds are being requested:

3. Brief description of program/activity for which you are seeking funding. Attach copies of any supportive material (i.e. brochures, agenda, etc.):

4. Dates of Activity: _____

5. Location(s): _____

6. Brief description of the specific professional needs that will be met by this activity:

7. Will you be receiving any other funds to subsidise this project? (i.e. department, ministry, grant, etc.)? YES NO
 If yes, please explain.

Signature of applicant: _____ Date: _____

Faculty Professional Development Fund Financial Statement (for Group PD Application)

Application #: _____
Date received: _____

Please see the PD guidelines for help completing this form.

Name: _____

Expenses		Estimate Fill in this column at time you apply	Actual Fill in this column when submitting the final report and receipts
Transportation	Airfare		
	Kilometers @ .51		
Accommodation	nights @		
	nights @		
Fee/ Wage /Honorarium (contact Financial Services for specific details)			
Room Booking			
Publicity			
Refreshments			
Tuition / registration fees (per participant) # of participants _____ Fee: \$ _____			
Other expenses (please specify):			
Materials, supplies etc			
Total expenses			
Do you want an advance? YES <input type="checkbox"/>			
Advance (if requested): (Max 70% of allowed funds)			

Advance Signatures: _____
 Chairperson _____ Treasurer _____ Date _____

Balance Signatures: _____
 Chairperson _____ Treasurer _____ Date _____