

FACULTY PROFESSIONAL DEVELOPMENT FUND APPLICATION GUIDELINES

THE FOLLOWING IS A SUMMARY ONLY; IN CASE OF ANY DIFFERENCE THE COMPLETE PROFESSIONAL DEVELOPMENT GUIDELINES ARE THE OFFICIAL AND FINAL POLICY OF THE PROFESSIONAL DEVELOPMENT COMMITTEE.

1. Applications must be completed in full and be received by the following deadlines for consideration by the Professional Development Committee. If project is being done during paid PD time, prior approval by the Divisional Director is required.

<u>Deadline for Submission</u>	<u>Covering Period</u>
December 1	January, February, March
March 1	April, May, June
June 1	July, August, September
September 1	October, November, December

Applications for PD funds that are submitted *after* the deadline dates but *before* the PD event occurs will be processed in the usual manner. Applications that are submitted after the PD event starts, will be considered at the end of the fiscal year if funds remain.

2. Suggested maximum funding amounts:

Fees:

Course/tuition fees and registration fees will be reimbursed. Textbook cost, student/athletic fees, photocopying expenses, etc. are not paid by PDF.

Travel:

- i. The most direct and economical mode of transportation should be used. Applicants should book air travel at least 7 days in advance, to take advantage of any special air fares which may be available.
- ii. If individuals use personal vehicles they shall use the college rate for reimbursement. Presently the rate is \$0.46 per kilometre **or the equivalent economy airfare if it is lower.**

Accommodation:

- i. Overnight Accommodation will be reimbursed at government rate if applicable other wise \$125.00/night (CDN) or (US) or \$25.00/night for private accommodation
- ii. Accommodation for a minimum number of nights will be reimbursed. If there is a net saving for staying over a Saturday night, additional accommodation and meal costs will be considered.

Meals:

i. The maximum per meal rate is as follows:

Breakfast	\$11.00
Lunch.....	\$11.00
Dinner.....	\$22.00
Maximum.....	\$44.00

No receipts necessary.

ii. The per diem meal allowance will be reduced for any meals which are included in registration fees, or otherwise provided free of charge.

3. Unsupported expense claims and claims not supported by original documentation will not be paid. **THIS WILL BE STRICTLY ENFORCED.**
4. Applicants (full-time, sessional and Non-regular part-time) are responsible for at least 20% of the total cost of the project/proposal. Part-time faculty will be responsible for a least 50% of the total cost of the project/proposal. Non-regular part-time faculty will be responsible for at least 20% of the total cost of the project/proposal. Part-time faculty need to apply for funds during their contract and use the funds within 9 months of their contract or by the end of the fiscal year, whichever is longer.
5. The maximum amount to be considered for any professional development proposal is \$2,000 for full-time, regularized and sessional, \$1,350 for Non-regular part-time and \$1,000 for regular part-time. All claims for PD funds over the allowed limits must be included in the application and that portion exceeding the limit will be considered at the end of the fiscal year.
6. If an expense advance is required to the PDC, the treasurer must have at least two weeks prior notice.
7. The applicant is required to submit a report complete with original receipts and details (see section 9 of the PD Guidelines) within 30 days of completion of the project or September 30 for summer activities. Failure to submit a satisfactory report will result in non-payment of the balance of the PD fund grant and immediate rejection of any further PD applications.

FACULTY PROFESSIONAL DEVELOPMENT FUND APPLICATION

Application No: _____

Date of Application: _____

Date Received: _____

Name: _____

Phone: _____

Department: _____

Campus: _____

Faculty Classification:

Full Time/ Regularized:

Part-time:

Sessional:

NRPT:

Contract Dates: From: _____ To: _____

Contract Dates: From: _____ To: _____

Contract Dates: From: _____ To: _____

1. Professional Development Activity for which funds are being requested:

2.i Description of Activity: (Brief description of program or activity for which you are seeking funding. Attach copies of any supportive material ie. brochures, agenda, etc.)

ii Dates of Activity: _____

iii Location: _____

3. Description of Benefits of Activity: (Brief description of the specific professional needs that will be met by this activity.)

4. a) Date PD Funds Last Received: _____

b) Amount of Funds Last Received: _____

5. Will you be receiving any other funds to subsidise this project?
(ie. department, ministry, etc.)? Yes No

If so, please explain. _____

Signature of Applicant: _____ Date: _____

FACULTY PROFESSIONAL DEVELOPMENT FUND REPORT GUIDELINES

THE FOLLOWING IS A SUMMARY ONLY; in case of any difference the complete professional development guidelines are the official and final policy of the professional development committee.

1. A final report must be submitted to the Professional Development Committee within 30 days of completion of the funded project. The PD Mailbox is in the mailroom (#272).
2. The report shall have the following form:
 - i. Abstract - overview of main components and the highlights of the outcome.
 - ii. Review of each component detailing both positive and negative aspects.
 - iii. Personal narrative - personal and professional impact on participant, new capabilities and insights.
 - iv. Summary - tangible outcomes, benefits to the individual, recommendations, plan of follow-up activity.
 - v. Financial statement - complete the actual expense column of the expense form which was returned with your proposal acceptance letter.
3. Original documentation of the project (course descriptions, transcripts, certificates, papers written, summary of findings) and the expense form, plus receipts for fees, travel, accommodation, etc. must accompany the report.
4. All original documentation will be returned.
5. Professional Development Fund reports will become part of the Professional Development Committee's annual report. Reports will be referred to by application number only in the annual report. Names will be deleted.
6. Failure to file a satisfactory report will result in non-payment of the balance of the Professional Development Fund grant and immediate rejection of any and all further applications for funding to the Professional Development Committee until such time that a satisfactory report is filed with the Professional Development Committee.