

Professional
Development
Guidelines

Version 5

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The College of New Caledonia

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1.0 INTRODUCTION

The following presents the general mode of operation of the COLLEGE OF NEW CALEDONIA Professional Development Committee and the general ground rules used for award decisions. Herein after, any reference to: "PDC" shall be deemed to be a reference to that Professional Development Committee; any reference to: "PDF" shall be deemed to be a reference to that Professional Development Fund. This is a working document; it is continually updated by the Committee. Also, the Committee feels the imaginative power of the faculty to create novel and beneficial professional development proposals cannot and should not be bound by excessively stringent rules and regulations.

On the other hand, faculty have clear responsibilities to generate accurate and informative reports of their activities and expenses, supported by original documentation. This is due, in part, to the requirement of the generation of an annual report.

What follows are guidelines. They will be applied whenever possible; however, the Committee reserves the right to change the guidelines or to make exception without changing the guidelines.

In the event of conflict between these guidelines and the Collective Agreement, the Collective Agreement will prevail.

"Nothing in this Agreement prevents the College from funding professional development activities in addition to those activities supported through the Professional Development Fund (13.1.1)." (13.1.3)

2.0 COMMITTEE STRUCTURE

2.1 Composition

2.1.1 Membership

The Professional Development Committee (PDC) shall consist of six (6) people: three (3) nominated by the Board and three (3) nominated by the Faculty Association. (13.1.3) (Letter)

The PDC is empowered to establish its own size and structure subject to 13.1.3 (equal representation). The Faculty Association and the Board will nominate their own representatives. (13.1.3) (Letter)

The selection of officers will be carried out according to 2.6 (2.6.1: selection of the Chair <faculty> and 2.6.2: selection of the Vice Chair, Secretary, Treasurer and other officers and positions as deemed necessary by the PDC.)

2.1.2 Terms of Reference

- process all applications for PDF as defined under 13.2.3. and 13.6.4.

- develop and recommend new or changed policies related to the PD Fund.

- develop and recommend standard forms and memos for PDC and Applicant use.

- generate summaries/annual reports to the College Board and to the Faculty Association as requested. (13.6.5).

- instruct the PDC Treasurer for the disbursement of funds through the CNC Accounts Payable system.

2.1.3 Procedure

- meet as necessary to consider applications for approval as defined in 4.1.3 and 4.4.1.

- forward notice of decisions to applicants and commitments of PD Funds to Bursar.

- instructions to Accounts Payable (via Bursar) for disbursement of funds.

2.1.4 All members of the PDC are voting members.

2.2 Chair

2.2.1 Calls all meetings of the committee as a whole.

2.2.2 Prepares agendas.

2.2.3 Receives correspondence.

2.2.4 Sole Committee voice regarding award details.

2.2.5 In the event of unavailability:

a) appoints a member of the PDC to speak for the PDC, regarding award details, for that occasion, only.

b) appoints, in writing, a member of the PDC to sign any and all financial documents related to the PDF.

2.2.6 Liaises with Bursar regarding the Professional Development Fund.

2.2.7 Is one of two signatories (instructed by PDC) for instructions to Bursar for the disbursement of PD Funds through the CNC Accounts Payable system. The second signatory shall be the PDC Treasurer or appointed designate.

2.2.8 Is a member of the CNC Faculty Association. (3)a) letter)

2.2.9 If chair is no longer available, secretary informs the Faculty Association, and they appoint a new chair.

2.3 Vice Chair person

2.3.1 Acts as chair in absence of chair

2.3.2 Manages the activity of PDC Appeals (10.0)

2.3.3 Other duties, as assigned by the PDC.

2.4 Secretary

2.4.1 Prepares minutes of meetings, reflecting discussion, motions and decisions.

- 2.4.2 Oversees maintenance of Committee documents and policies related to awards, files related to each grant, historical files and forms for PDC and applicant use.
 - 2.4.3 Responsible for preparation of award notifications at the instruction of the PDC.
 - 2.4.4 Prepares award reports to Board & Faculty Association.
- 2.5 Treasurer
- 2.5.1 Periodically reports on the use of Professional Development Funds. (letter 3)h)) (13.6.5)
 - 2.5.2 One of the two signatories for disbursement of PD Funds through the College Accounts Payable system.(letter 3)g)).
 - 2.5.3 Informs the PDC regarding the status of the fund, reporting to the PDC on accounts of committed and expended funds.
 - 2.5.4 Uses an internal accounting process which conforms to normal accounting practices. (13.6.2)
- 2.6 Selection of Officers - procedures (Letter: 3)c))
- (It is intended that the decisions made by the PDC shall be reached by consensus) (Letter: 6.)
- 2.6.1 Select faculty member to chair the PDC. (Letter: 3)a))
 - 2.6.2 Select other officers.
 - 2.6.3 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 PDC Secretary as instructed by the PDC.
 - 2.6.3.1 The Faculty Association shall be requested to nominate a replacement member to the PDC, the College Board shall be so informed.
 - 2.6.3.2 The immediate selection of Chair shall be determined by the PDC, with both the College Board and the Faculty Association being informed of that decision by the PDC Secretary.

3.0 POLICY - GENERAL

- 3.1 A quorum is three (3) members of the PDC, as long as both parties are represented.
- 3.2 Decisions and summary reports will be circulated to the College and to the Faculty Association by the PDC. All other deliberations and files will be kept in confidence. The PDC year-end report of project financing will not include names of individuals, departments, nor divisions. File numbers will be used instead.
- 3.3 Information about applicants submitted in connection with applications and distributed to PDC members will be returned to the Chairperson when decisions have been made. A master copy will be kept on file. All other copies will be destroyed.
- 3.4 Eligibility: All those individuals whose contract with the College is covered by the CNC Faculty Collective Agreement are eligible for grants from the Professional Development Fund, including those on part-time contracts.
 - 3.4.1 Full-time, Regularized and Sessional Faculty are eligible for 80% of cost to a maximum of \$2,000.00 per year.
 - 3.4.2 Non-regular Part-time faculty will be allowed 80% to a maximum of \$1350.00 per year.
 - 3.4.3 Part-time Faculty are eligible for 50% of cost to maximum of \$1000.00 per year. They 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 (whichever is longer).
 - 3.4.4 Applications for professional development funding received after PD event has started (after the fact) will be considered at the end of the fiscal year if funds remain. However, the applicants assume full liability for their commitments and the PDC is under no obligation to provide funds.
 - 3.4.5 Those who have received the maximum funds for the year may apply for additional funds 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.
 - 3.4.6 The following priorities will be used when awarding 'after the fact' (see 3.4.4) professional development funding, and additional funding (see 3.4.5):
 - the top priority to 'after the fact' funding (see category D in Appendix A-1)

- next priority for 'over the allowed limit' requests where the original request exceeds the limit
- final priority given to 'over the allowed limit' requests that represent an additional professional development activity proposal.

3.4.7 Professional Development can be defined as, but not limited to, any programme or experience, of no more than four months duration. Individuals on approved Educational Leave activities are covered by the Collective Agreement 12.4 and are not eligible for Professional Development Funds.

3.5 Definition of Professional Development Activity:

"Professional Development activities are activities that enhance present skills and knowledge, adapt to new work methods, and prepare for career advancements within the College and any other activities acceptable to the Professional Development Committee subject to 13.6 and 13.1.3".

3.6 Applications for funding of projects that are College responsibilities will not be accepted as per 13.6.4.

3.7 This provision is not intended to cover annual professional fees such as P. Eng., C.A., C.G.A., A.R.T., R.P.F., R.P.Bio. Hence the PDC will not fund any annual professional fees. (13.6.4)

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

3.9 Applications for PD funds will not be accepted after a letter of resignation has been received.

4.0 PROFESSIONAL DEVELOPMENT PROJECTS

4.1 General

4.1.1 The total annual amount available is determined by the Collective Agreement.

4.2 Philosophy

4.2.1 Individual faculty should not expect reimbursement of more than 80% of PD costs. "...require that the faculty employee contribute no less than 20% of the cost of a short term professional development activity... (13.6.2)." This includes departmental funding.

4.3 Priorities

4.3.1 The highest priority for PD is given to those activities that are shown to be an enhancement or an improvement of a faculty member's ability to perform his/her duties at the College or is directly related to his/her faculty responsibilities.

4.3.2 Where possible, 80% of expenses will be paid but reduced funding may be offered by the PDC when funds are limited. In that case, the following priority scheme is used:

Highest priority: registration or course fees, etc. to transportation, accommodation

Lowest priority: meals/sundries

4.3.3 All else being equal, applicants who have most recently received PDF support have a lower priority.

Refer to Appendix A.

4.4 Procedures

4.4.1 All applications for professional development time must be approved by the appropriate Director or Supervisor. (10.17.2 & 10.17.3)

4.4.2 All applications for funding should adhere to the following deadlines to be guaranteed consideration: (13.1.1.b.i)

Deadline for Submission	Covering Period	Amount of \$\$ Available
March 1	April, May & June	50%
June 1	July, August & September	30%
September 1	October, November & December	10%
December 1	January, February & March	10%

- 4.4.3 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.
- 4.4.4 Applications, including an estimate of expense costs, must be submitted by the faculty member to the PDC. The Secretary verifies the last PD Funding claim and amount. The PDC considers applications. Approved applications are recorded by the Treasurer. The Secretary notifies applicants.
- 4.4.5 The PD Committee meets shortly after the deadline for each period. The decisions are logged by the secretary and applicants are notified.
- 4.4.6 Cash advances must be requested on the Financial Statement. The Accounts Payable system at CNC requires at least two weeks notice, once applications have been approved.
- Advances that are approved by the College are not the liability of the PDC (13.1.3)
- 4.4.7 Upon completion of the professional development project, the applicant is required to notify the PDC in writing, of the successful completion of the project, in accordance to 9.0. If the project has not been completed successfully, the applicant is required to provide a detailed explanation for the adjudication of the PDC.
- 4.4.8 All applicants must complete a Financial Statement upon the completion of the PD activity. All expenses must be supported by original documentation. Copies of expense statement documentation will be made by the PDC for the records and the original receipts returned to the signatory/group. Unsupported expense claims and claims not supported by original documentation are not paid.

4.4.9 All applicants must submit a summary report of the PD activity with the Financial Statement.

At the end of each fiscal year, the summary reports are catalogued in the Library.

4.4.10 The final payment is logged by the secretary of the PDC. (4.5.3.1)

4.4.11 Claims exceeding the amount applied for will be limited to 10%. This may appear to unfairly penalize those who honestly underestimated expenses. However, the problem is that the committee cannot overspend its budget. Funds must be committed well in advance of their being spent.

4.5 Suggested maximum funding amounts (if approved by PDC).

4.5.1 per diem & travel: CNC approved rates.

4.5.2 hotel: Government rates where applicable, otherwise, \$125.00/night (CDN) or \$125.00/night (US).

4.5.3 funding for courses taken at educational institutions

4.5.3.1 The PDF pays course/tuition fees only. Textbook costs, student/athletic fees, photocopying expenses, etc are not paid.

4.5.4 College employees are eligible for BC government rates. Ensure that you ask for the rate at hotels/car rentals, etc.

5.0 PURCHASE OF SOFTWARE

5.1 General

At the College of New Caledonia, the responsibility for introducing, using, maintaining and developing computer-based operations falls under the mandate of Computer Services.

The PDC will not entertain any application that it feels should be administered by the appropriate department if the application to purchase software has been rejected by Computer Services.

5.2 Policy

The PDC does not approve applications for the purchase of software.

6.0 PURCHASE OF HARDWARE

6.1 At the College of New Caledonia, requests for the purchase of capital equipment are entertained annually at the level of departmental/divisional budget. Such equipment is utilized for ongoing instructional purposes.

6.2 Policy

The PDC does not approve applications for the purchase of capital equipment.

7.0 IN HOUSE PROJECTS

7.1 General

The PDC views the activities of previous Professional Activities Committees (established by the CNC Faculty Association) as important components of enrichment for faculty employees. Accordingly, the Faculty Association (or designates) is invited to apply to the PDC for funds to defray the cost of seminars, workshops or meetings which would be arranged for particular interest-groups of faculty.

7.2 Procedures

7.2.1 As in the past, the application would be supported by the collective request of and underscored with original documentation from a faculty interest group.

The applicants would follow the procedures outlined in 10.17.2 and 10.17.3 of the Collective Agreement.

8.0 APPLICATIONS: Responsibilities of Applicants

8.1 Applications will be made on the appropriate forms, available in the faculty handbook and in the printroom.

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

9.0 REPORTS - Responsibilities of Recipients

9.1 General

Each recipient (or group) who has been granted funding for a Professional Development Project under these guidelines is responsible for the submission of a detailed report of the activity and a financial statement which is supported by no less than the original expense statements. Only complete and professionally presented reports which follow the reporting guidelines will be accepted. (4.4.7, 4.4.8, 4.4.9)

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,
- provide a model for PD activity which colleagues may adapt for their own PD proposals.

Collectively, these reports will form the basis of the PDC Year-end report and financial statement which will be filed in the CNC Archives and circulated to the CNC Board and the Faculty Association. (Letter: 3i)

For the purposes of distribution, each project in the PDC summary report will be assigned a file number. There will be no references included as to name, department or division. (3.0.2, 3.0.3)

9.1.1 The applicant will submit a final report (following the report guidelines - 9.0) to the PDC within thirty (30) 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 evidence completion of the project (originals will be returned to the recipient). The PDC reserves the right to require any further reasonable documentation.

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

9.1.3 The applicant will report to the PDC any periods of illness which interfere with the expected execution of his/her project and will provide the PDC with a Physician's report. The PDC reserves the right to alter the terms of the project if it deems such changes to be appropriate in the circumstances.

9.1.4 Unsatisfactory Completion of Projects

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

9.1.4.2 Under such circumstances, the successful applicant will be expected to sign a statement agreeing that the College of New Caledonia may deduct from his/her future College salary an amount equal to all or part of his/her Professional Development Grant if the applicant does not carry out the project for which he/she was granted funds by the PDC.

9.2 Report Format

In general, the report will be composed and presented in the manner of a substantive, formal document, to serve as a professional resource of interest to colleagues.

9.2.1 Abstract

This will be a brief overview of the main components of the PD activity and the highlights of the results.

9.2.2. Body of the report

- 9.2.2.1 A critical review of each component of the funded PD activity, detailing both positive and negative aspects re professional growth.
- 9.2.2.2 A personal narrative of the PD experience, including personal and professional impact on the participant; discussion of new capabilities and insights.
- 9.2.3 Summary
 - 9.2.3.1 Tangible outcomes of benefit to the individual or the College (e.g.: publications/ software).
Consult Article 16.3 of the current Collective Agreement.
 - 9.2.3.2 Intangible outcomes of benefit to the individual, with projected contribution to the College programs.
 - 9.2.3.3 Recommendations re: efficacy of components of the PD activity for future applicants, resource people, resource acquisitions.
 - 9.2.3.4 Plan of follow-up activities (other than this report) to share benefits of the PD activity with colleagues.
- 9.2.4 Documentation (appendices, as appropriate)
 - 9.2.4.1 Course-related: course descriptions, transcripts, certificates, abstract of main paper.
 - 9.2.4.2 Project/work-related: abstract or description of tangible product or findings, project/work terms of reference, testimonial letters.
- 9.3 Presentation, Distribution, Access: Report
 - 9.3.1 The applicant will submit a final report following the report guidelines - 9.0 Attached to this report will be all documents which are necessary to support completion of the project. The PDC reserves the right to request/require any further reasonable documentation.
 - 9.3.2 A copy of the report submitted by each recipient will be included in the end-of-year report of the PDC, identified by file number, only.
 - 9.3.2.1 Originals will be kept in confidence by the PDC

- 9.3.2.2 A copy will be submitted to the CNC Board
- 9.3.2.3 A copy will be submitted to the Faculty Association
- 9.3.2.4 The PDC recommends that the Faculty Association donate its copy to the CNC Archives Collection of the CNC Library.
- 9.3.3 The secretary of the PDC will advise the CNC "community" of the presentation, distribution and access to the annual report of the PDC.

9.4 Failure to File a Satisfactory Report

Aside from the ethics of these guidelines, failure to file a report or to file a satisfactory report (9.2) with the PDC will result in non-payment of the balance of the PDF grant and immediate rejection of any and all further applications for funding to the PDC, until such time that the report is filed with an explanation satisfactory to the PDC. Any outstanding funds payable are forfeit after 90 days. Such failures will appear in the year-end report of the PDC.

10.0 APPEALS

10.1 Philosophy

In the event that an applicant is denied funding, the decision of the PDC is arguable: an appeal is a valid option.

10.2 Appeals Committee

10.2.1 General

The appeals committee of the PDC will be structured on an ad hoc basis, where cases will be adjudicated as they arise.

10.2.2 Composition

Each PDF Appeals Committee, for each case, should consist of three (3) faculty and three (3) administrators, none of whom is directly associated with the activities of the appellant.

10.2.3 Activity of the Appeal Committee

10.2.3.1 Written notice of appeal is filed with the PDC.

- 10.2.3.2 The Vice Chair Person of the PDC strikes the committee, notifying both the PDC and the appellant of the composition of the committee.
- 10.2.3.3 The Appeal Committee shall meet within 10 working days of the filing of a written appeal of a PDC funding decision. There is a recognized degree of urgency, in view of the relatively short notice or deadlines associated with various endeavours.
- 10.2.3.4 The committee will hear arguments from both the PDC and the appellant, arrive at a decision regarding the appeal and communicate the decision to both the PDC and the appellant.
- 10.2.4 The Professional Development Committee agrees to accept the decision of the appeal committee, in each respective case.
- 10.2.5 Following a decision, the Vice Chair Person of the PDC will instruct the Appeal Committee to stand down.

APPENDIX A-1

Criteria for Ranking Requests up to 100% of Eligible Funding

This is an attempt to distribute the PD funds to as many faculty as possible. These ranks will be assigned if requests for funds exceed available PD funds. All requests with an **A** rank will be awarded first, in full, up to 100% of eligible funding, or on a pro-rata basis if insufficient funds are available. If funds remain, all requests with a **B** rank will be awarded, in full, up to 100% of eligible funding or on a pro-rata basis if insufficient funds are available. If funds still remain, all requests with a **C** rank will be awarded, in full, up to 100% of eligible funding or on a pro-rata basis if insufficient funds are available. If funds still remain, all requests with a **D** rank will be awarded.

**FULL-TIME, REGULARIZED
AND SESSIONAL**

Rank	Funds received in the previous fiscal year
A	0 - 1000
B	1001 - 2000
C	> 2000
D	After the fact

NON-REGULAR PART-TIME

Rank	Funds received in the previous fiscal year
A	0 - 675
B	676 - 1350
C	> 1350
D	After the Fact

PART-TIME

Rank	Funds received in the previous fiscal year
A	0 - 500
B	501 - 1000
C	> 1000
D	After the fact

APPENDIX A-2

Criteria for Ranking Requests Above 100% of Eligible Funding

Requests for additional funding are not considered until one month after the fiscal year-end (March 31st) and only if funds remain at that time. These ranks will be assigned if requests for funds exceed available PD funds. All requests with an **AF1** rank will be awarded first, in full, up to 100% of eligible funding, or on a pro-rata basis if insufficient funds are available. If funds remain, all requests with a **AF2** rank will be awarded, in full, up to 100% of eligible funding or on a pro-rata basis if insufficient funds are available. If funds remain, all requests with a **AF3** ranking will be awarded in full, up to 100% of eligible funding or on a pro-rata basis if insufficient funds are available.. If funds remain, all requests with a **AF4** ranking will be awarded

FULL-TIME, REGULARIZED & SESSIONAL

Rank	Additional funds received in the previous fiscal year
AF1 Original request more than \$2000	0
AF2 Additional request over maximum	0
AF3 Original request more than \$2000	>0
AF4 Additional request over maximum	>0

NON-REGULAR PART-TIME

Rank	Additional funds received in the previous fiscal year
AF1 Original request more than \$1350	0
AF2 Additional request over maximum	0
AF3 Original request more than \$1350	>0
AF4 Additional request over maximum	>0

PART-TIME

Rank	Additional funds received in the previous fiscal year
AF1 Original request more than \$1000	0
AF2 Additional request over maximum	0
AF3 Original request more than \$1000	>0
AF4 Additional request over maximum	>0

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 of \$44.00 per day. 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. 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.

PROFESSIONAL DEVELOPMENT COMMITTEE
Application for Funds

Application No: _____

Date of Application: _____

Date Received: _____

Name: _____

Phone: _____

Department: _____

Campus: _____

Faculty Classification:

Full Time/ Regularized: _____

Part-time: _____ Contract Dates: From: _____ To: _____

Sessional: _____ Contract Dates: From: _____ To: _____

NRPT: _____ 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.