

**PROFESSIONAL  
DEVELOPMENT HANDBOOK**



**Selkirk College Faculty Association  
2000-2001**

# CONTENTS

	Page
Frequently Asked Questions .....	1
Short-term P.D. Activities .....	2
Textual Materials .....	9
Special P.D. Activities .....	12
Assisted Leaves .....	16
Appeals Procedure .....	18
Tuition Support .....	19
Index .....	20

\*Revised September 2000

# PROFESSIONAL DEVELOPMENT AT SELKIRK COLLEGE

## **FREQUENTLY ASKED QUESTIONS** - With Answers from the Collective Agreement

### **Am I Required to do Professional Development?**

"It is the responsibility of regular faculty members to select and engage in professional development and/or course development activities. Regular faculty members will be provided with 22 working days per academic year for professional and/or course development activities." *Collective Agreement, 1998 - 2001, p. 16.*

### **Does the College Provide Funding for Professional Development (PD) Activities?**

There is a fund "in the amount of 2.1% of the annual instructional salary budget per year for approved short and long term professional and course development activities and assisted leaves" as stated in Article 10.2. *Collective Agreement, 1998 - 2001, p. 16.*

### **How are PD Funds Administered?**

"A Committee on Professional Development consisting of 5 elected Association members and 2 administrator shall be formed to administer this fund. The Committee on Professional Development will develop its own terms of reference, subject to approval by the Association." *Collective Agreement, 1998 - 2001, p. 16.*

### **What / Who is the PD Committee?**

The PD Committee was struck to administer the professional development funds available to Selkirk College Faculty Association (SCFA) employees. It consists of 5 members elected from the SCFA and one administrator. One of the members will be a Committee representative to the SCFA Executive. Members for the 2000 - 2001 fiscal year are:

Judy Schultz (Chairperson)  
John Josafatow  
Barry Janzen  
Sandra Marken

Pat Jacklin (Administrator)  
Jim Michals  
Rita Williams (SCFA Representative)

## SHORT-TERM PD FUNDS

### PURPOSE

To provide funds for activities which would not normally be available through other college channels and which meet one or more of the following objectives:

1. Remaining current in one's discipline.
2. Improving teaching skills and / or professional status.
3. Meeting changing departmental or college objectives.

### GENERAL GUIDELINES

Faculty members may apply to the committee at any time for funding for activities which meet one or more of the above objectives: (see purpose)

The major criterion for deciding on the appropriateness of support will be the demonstration of direct relevance to the educational process in which the individual is engaged. Direct and indirect benefits to the College are also valid criteria.

Professional development may involve a wide range of expenditures and activities, both on and off campus. Acceptable expenditures include, but are not limited to:

1. Purchase of textual or A/V material, publication costs, equipment rentals or purchase related to a specific approved PD project.
2. Costs incurred in bringing in resource personnel, conference registration fees, course fees, travel expenses, accommodation costs, and food costs.
3. Purchase of textual materials in the previous fiscal year for purposes of professional development. There is a minimum amount of \$100 that can be applied for. Textual materials is interpreted to include books, journals, software, or recorded materials. *(Note: Funds for expenditures should not normally be available through other college channels).*

Applications from faculty recommended by their supervisor may be eligible for full funding of expenses accrued to an annually determined maximum.

## ELIGIBILITY

All faculty on continuous appointments (including proportional) are eligible to apply for funding to the above maximum. Faculty in probationary appointments will be eligible to apply for funding after satisfactorily completing two semesters. During those first two semesters, individuals may be granted PD funding, but payments will only occur at the end of the current fiscal year, subject to the availability of funds.

Faculty with short-term or annualized appointments may be eligible for funding providing the activity takes place during the contract period. If approved, funding will be prorated according to their FTE. Faculty teaching a second year in the same (or similar) subject area on a short-term or annualized appointment are eligible for regular short-term PD funding and Special PD funding, both within and outside the contract period, the same situation as for faculty with on-going contracts. No distinctions shall be made based upon the proportion of FTE for that employee. That employee shall be treated the same as if they were on an on-going contract.

## ELIGIBLE EXPENSES

1. Transportation
2. Lodging
3. Meal allowance
4. Registration fees

## PROCESSING OF APPLICATION

The faculty member sends the completed forms to their supervisor for recommendation, along with the relevant supporting documents. Incomplete applications will be returned to the Applicant for completion and re-submission. The applicant's supervisor rates the application.

The faculty member forwards the applications with the required signed recommendation to the Chair of the Professional Development Committee. The Chair circulates the application to the Committee Members, who review it and indicate their approval or lack of approval. If the committee approves, it advances 75 percent of the amount approved.

The faculty member receives the remaining 25 percent after submitting a written or oral report of the activity, a completed expense report, and all required **original** receipts to the PD Committee Chair. With the exception of the summer period (June - August), all documentation must be received within **two months** from the end of the PD activity, otherwise the **remaining 25% is forfeited**. In the case of PD activities occurring in the summer period, reports and receipts are due by the last day of September or two months after the termination date of the activity, whichever is the greater.

In addition, faculty will be **ineligible for further funding** until these reports are received. If the deadline cannot be met, it is the faculty member's responsibility to notify the PD Chair before the due date.

If the faculty member has already been on the activity or incurred the expenditure before application is made, they should enclose actual expenses, original receipts, and a written report with the application, and if approved, the Committee will release the full amount of eligible funds.

This documentation must be submitted **within two months** from the end of the PD activity.

**Please Note:**

In cases where an individual applies for PD funds in one fiscal year **for an event occurring in the next fiscal year**, individual PD funding will be **charged to that individual's next year allotment**. (Payment of the advance will come out of the current year's PD fund provided dollars are available, but the entire expense will be booked against the individual's funding for the following year).

## **CURRENT ANNUAL ALLOTMENT**

The current annual Short-term PD funds allotment is **\$1000** per individual.

## **COMPLETING YOUR FORMS**

### **SHORT-TERM PD APPLICATION FORM**

Applicants should complete the "Applicant" section, including name and department, and answering questions 1, 2, and 3. (See Fig. 1 on page 5) Include your signature in the space provided.

The reverse side of this form **must** be completed as these criteria are used in determining eligibility. Include the date and location of your activity. Ancillary literature concerning the event is useful. (See Fig. 2 on page 6)

The applicant should have their supervisor complete the "Department Head / Principal" section, and forward the application to the PD Committee Chair, along with the Travel Advance Request form.

**Figure 1**

**Figure 2**

## TRAVEL ADVANCE REQUEST / EXPENSE REPORT

1. Complete name, department, date(s) of travel, destination and purpose. It is helpful to also complete section marked, "Cheque required on or before".

**Reminder:** The PD Committee requires at *least ten working days* to process your request, and Accounting requires a similar amount of time, so allow yourself **one month** lead time.

Note: Do not complete the "**Expense**" column at this time, as it will be used to show actual expenses - verified by your receipts *when your activity is completed*.

2. The "**Advance**" column is to summarize your *estimated* expenses. Complete the areas pertaining to your mode of transportation, accommodation, airport fees, taxi, ferry, airport limo, registration fees, and other expenses.

Travel expenses are currently based upon the rate of \$ .40 per km. or airfare, whichever is less expensive. Please make every attempt to obtain the lowest excursion rates.

3. If you are staying with friends or relatives at your destination, you may claim for a reimbursement / gift for your host at the rate of \$35.00 per day.
4. Complete and total your daily expenses in the "Meal Allowance" block. Meals and incidentals are currently reimbursed at standard daily rates of:

Breakfast	\$10.00
Lunch	\$12.00
Dinner	\$20.00
Incidentals	\$10.00 (varies on last day)

*Actual cost* of the meals is not relevant.

5. Add your daily totals and enter this amount in the Advance column.
6. Total the entire Advance column, and enter this amount on the double line at the bottom of the column.
7. Sign and date the request. *Do not* write in the sections following the signature line, as this area is for PD Committee use only.

**\*\*Note:** Supervisors, please *do not* sign your name on the line marked "Approved By", as **this space is for the approval of the PD Chair**.

See Figure 3 on page 8.

**Figure 3**  
**TEXTUAL MATERIALS APPLICATION FORM**

Purchase of textual materials in the previous fiscal year for purposes of professional development are covered. There is a *minimum* amount of \$100 that can be applied for. "Textual materials" is interpreted to include books, journals, software, or recorded materials.

Requests for reimbursement are *expected* at the **end of March** and reimbursements are made from the following year's Short Term PD funds. Members are encouraged to meet this deadline, as funding might not be available later if the Short-term PD fund becomes depleted.

1. Applicants should complete the "Applicant" section, including name and department and questions 1, and 2. (See Fig. 4 on page 10) Include your signature in the space provided.
2. The reverse side of this form must be completed with the information for materials purchased including; title of book, software, or recorded material; date and title of journal; author / producer; date of purchase, amount; and benefit for the applicant. (See Fig. 5 on page 11)

Total your "Amount" column and enter this amount at the bottom in the "Total" block.

The applicant should have their supervisor complete the "Department Head / Supervisor" section, and forward the application; along with receipts; to the PD Committee Chair.

**Note:** Please do not write in any areas designated for "PD Committee" use.

**Figure 4**

**Figure 5**

## **SPECIAL PROFESSIONAL DEVELOPMENT**

### **PURPOSE**

The PD Committee recognizes the need for an alternative to regular Professional Development and Assisted Leaves. The Committee will establish an annual budget to support Special PD activities initiated by SCFA members. The purpose of the Special PD fund is to provide members with an opportunity to participate in an activity that regular PD funding cannot cover because of high costs.

### **TERMS OF REFERENCE**

The total cost of the activity must exceed \$1,000. The activity is fully funded to a maximum of \$2,500. A candidate for Special PD must prepare a written application that includes all of the following:

1. A detailed description of the program planned.
2. An explanation of the anticipated short and long term values of the program for achieving College objectives.
3. A description of the immediate and long-range professional rewards to the individual applicant.
4. A statement of the candidate's length of service with the College.
5. Special PD Fund Application form signed by the candidate's supervisor.
6. Travel Advance Request / Expense Report with details of estimated costs.
7. Successful applicants must provide a written [or oral report] at the conclusion of their activity. This should entail a summary of the activities undertaken, and may include a copy of a publication, graphic, or other material.

### **ELIGIBILITY**

Applications shall be submitted to the Chair of the P.D. Committee prior to the competition closing dates of April 1, June 15, or October 1. Retroactive applications are not eligible for special funds. Special P.D. applications will be accepted for events that will occur up to 1 year in advance of the deadline dates of April 1, June 15, or October 1.

The applicant must have completed the probationary period of two years as a S.C.F.A. member before becoming eligible. Each application is weighed on individual merits.

Applicants who have received Special PD funds will be eligible for re-application after two years.

Successful applicants for Special PD will be ineligible for Short-term PD for the year in which they receive Special PD funding.

In the event that an applicant for Special PD has already received Short-term PD funds during the current fiscal year, they will still be eligible for reduced Special PD funds. The amount available will be determined by subtracting the Short-term PD funds already received from the Special PD funds available.

## GUIDELINES

Applicants are encouraged to develop Special PD requests in consultation with their supervisor in light of department planning. Each applicant should see a PD Committee member for advice in preparing their proposal.

Supervisor's and / or peers' comments may be solicited during the process of evaluating proposals. At the discretion of the PD Committee, applicants may or may not be interviewed. [The applicant will normally be notified of acceptance/rejection of the activity within thirty days of the deadline date.](#)

### Criteria For Ranking:

Benefits to the College	50%
Value to the Applicant	50%

The limit to the funds available for Special PD grants is that amount allocated in the Professional Development budget. [If the activity is approved, the P.D. Committee will advance 75% of the funding.](#)

The remaining 25% is paid after a report of the activity, a completed expense report, and the required receipts are submitted to the PD Committee Chair. **Approval must be obtained from the PD Chair if actual expenses exceed estimated expenses by more than 10%.**

All documentation must be received within **two months** from the end of the activity; otherwise the 25% is **forfeited**.

*In addition*, faculty will be **ineligible for further funding** until these reports are received.

If the deadline cannot be met, it is the faculty member's responsibility to notify the PD Chair before the due date. In the case of PD activities occurring in the summer period, reports and receipts are due by the last day of September or two months after the termination date of the activity, whichever is the greater.

## COMPLETING YOUR SPECIAL PD FORMS

Complete the Selkirk College Professional Development Fund Application Form and submit it to your supervisor for recommendation. Attach a memorandum to this application outlining the purpose of the request and benefits to the College. Complete the Travel Advance Request / Expense Report as outlined under "Short-Term PD Request".

See Figure 6 and Figure 7 on pages 14 and 15.

**Figure 6**

**Figure 7**

## **LONG TERM ASSISTANCE:**

### **1. ASSISTED LEAVES**

#### **ELIGIBILITY**

An applicant must have completed a minimum of three consecutive years of employment with the college before becoming eligible for Assisted Leave. Applicants who have received an Assisted Leave will be eligible for re-application after three years of consecutive service.

The Professional Development Fund provided for in the Collective Agreement will be used to cover the actual cost of salary and benefits paid to the candidates granted Assisted Leaves under this Article.

#### **CONTRACTUAL STATEMENT - COLLECTIVE AGREEMENT**

A candidate for Assisted Leave for Professional Development must prepare a written application that includes all of the following:

1. A detailed description of the program planned.
2. An explanation of the anticipated short and long term values of the program for achieving College objectives.
3. An assessment of the impact of the leave on the department concerned, both over the year the applicant would be away and over the long term period subsequent to their return.
4. A comprehensive statement of the applicant's previous contributions to the College.
5. A description of the immediate and long-range professional rewards to the individual applicant.
6. A statement of the candidate's length of service to the College.

Application shall be submitted to the Chair of the PD Committee with a copy of the proposal to the Principal or appropriate administrator prior to October 15 of the year preceding the requested leave of absence.

#### **PROCESSING OF APPLICATION**

Applications for Assisted Leave will be processed as follows:

1. The Professional Development Committee will screen the applications and advise the President and the candidates of their selection status by November 15.

2. Successful candidates will advise the President of their acceptance / refusal of the Assisted Leave within three (3) weeks of the date of their notification from the Committee.

### REQUIRED REPORTS

Successful applicants must file an **interim report to the PD Committee Chair at the half-way point** in their leave, and a **final report or oral presentation** at the conclusion of their leave.

### GUIDELINES

Applicants are encouraged to develop leave requests in consultation with their supervisors in light of department planning. Department Head and/or peers' comments may be solicited during the process of evaluating proposals. Assisted leaves will only be granted for one year (12 months) or one-half year (6 months) terms.

### CRITERIA FOR RANKING

The Professional Development Committee will rank applications for assisted absences for professional development by weighting major categories according to the following scale:

Major Category	Weight
Benefits to the College of the proposed activity .	33 1/3 %
Applicant's previous contributions to the College	33 1/3 %
Value to the Applicant of the proposed activity . .	33 1/3 %

When the applicants are ranked equally according to the above criteria, the determining factor will be previous submission of an acceptable application that has been deferred. Should all factors still be equal, length of service to the College since any previous Assisted Leave shall be the determinant.

### NOTES ON RANKING CRITERIA

1. Certain activities are **benefits to the College** because they result in improved teaching. These activities are:
  - a. **Formal Study:** Enrollment in an accredited institution in a program relevant to either the instructor's area of expertise or to the needs of the department(s) for which the member's services may be required.
  - b. **Practicing One's Profession:**
    - i. major curriculum work related to instructional and/or program needs;
    - ii. preparation of teaching materials related to instructional and/or program needs;
    - iii. professional activities leading to publication, exhibition, or performance where such activities are important for the maintenance of credibility

within the discipline and for which there is no pecuniary reward;

- iv. working in the field when directly related to improving pedagogical skills or improving expertise related to instructional and/or program needs.
  - c. **Formal Independent Study:** endeavoring to advance one's knowledge and/or expertise through a project designed by the individual faculty member.
2. Certain activities are of benefit to the College but may not relate to the improvement of teaching. These activities respond to changing College objectives.
3. **Contributions to the College** consist of, among others: performance of principal duties, significant service on College committees (provincial, inter-campus, campus, departmental), PD activities, and community work.
4. **Value to the Applicant:** The applicant should make a statement on the need for his/her Assisted Leave.
5. **Length of Service:** This is self-explanatory.

## 2. Tuition Support

**Funding:** This shall be determined at the beginning of the support process and may remain flexible to a maximum of \$5000 per year. The original receipts must be submitted at the time of year end which would normally be March 31.

**Eligibility:** An applicant must have completed a minimum of three consecutive years of employment with the college before becoming eligible for 'Tuition Support'. Applicants who have received 'Tuition Support' will be eligible for reapplication after three more years of consecutive service. The following considerations will also be made:

1. tuition support will be considered to a maximum of two years.
2. there will be concurrent eligibility for short-term professional development funds but not for assisted leave or special PD.
3. it is expected that the applicant return to work at the college for at least one year following the time of tuition support.

### **Application Process:**

1. A candidate for Tuition Support for Professional Development must submit a written application that includes all of the following:
  1. A detailed description of the program planned and official documents regarding anticipated tuition requirements. An assessment of the range of similar types of programs and the rationales for this choice.

2. An explanation for the short and long-term values of this level of education for the college objectives.
  3. A comprehensive statement of the applicant's previous contributions to the college.
  4. Letters of support from the Department Head and Dean.
  5. A statement of the candidate's length of service to the college.
2. Applications shall be submitted to the Chair of the PD committee by October 1 of the year preceding the requested support.
  3. Applications will be reviewed by the committee and ranked according to the following:
    1. Benefits to the college of the proposed educational plan.....33 1/3%
    2. Applicant's previous contributions to the college.....33 1/3%
    3. Value to the applicant of the proposed activity.....33 1/3%
 When the applicants are ranked equally according to the above criteria, the determining factors will be:
    1. Previous submission of an acceptable application that has been deferred
    2. Length of service to the college since any previous tuition support or Assisted leave

## APPEALS PROCEDURE

If a member feels that a decision rendered by the PD Committee has not been fair, he or she should first contact the Chair of the Committee and state their case. If the Chair is not able to resolve the matter, the member should request to appear before the Committee to speak to the details of their complaint. It might be advisable at this time to consult with an SCFA Executive member for outside advice on preparing the appeal.

The PD Committee will render their decision on the appeal of a member in an in-camera session following the meeting with the member, and the member will be notified of this decision. This will represent the determining and final decision of the Committee.

If there are any doubts as to whether proper *procedures* were followed by the Committee or its Chair, the member can appeal to the SCFA Executive for a ruling on this matter.

---

**INDEX**

Advance payment, 3  
Appeals procedure, 19  
Applications, processing, 3, 7, 17  
Assisted leaves, 1, 16  
    criteria for ranking, 17  
    deadline, 16  
    interim report, 17  
    application, 16  
    eligibility, 16  
    final report, 17  
    guidelines, 17  
Deadlines, 3, 9, 14 (Special PD)  
Eligibility, loss of, 3, 14  
Equipment rentals, 2  
Expenses, eligible, 3  
Fiscal year, 4  
Forms  
    completing, 9, 12  
    filling out, 4  
Frequently asked questions, 1  
FTE, 3  
Funds  
    advances, 3  
    date required by, 7  
    remainder, 3  
Funds available, 1, 4  
Funds, forfeiture of, 3  
Incidental expenses, 7  
Lodging, 3  
Meal allowance, 3  
Meals, 7  
P.D.  
    Committee, 1, 3  
    Chair, 3  
Probationary appointments, 3  
Professional development  
    annual allotment, 1  
    funding, 1  
Proportional appointments, 3  
Publication costs, 2  
Receipts, original, 3  
Report, P.D., 3, 12  
Short-term appointment, 3

## Short-term P.D.

- acceptable expenses, 2
- annual allotment, 4
- criteria, 2
- eligibility, 3
- purpose, 2
- types of activities, 2
- criteria, 2
- Funding, 2
- guidelines, 2
- Purpose, 2
- types of activities, 2

## Software, 2

## Special P.D., 12

- acceptable expenses, 12
- criteria, 14
- deadline, 14
- effect on Short-term P.D. funding, 12
- eligibility, 12
- guidelines, 14
- purpose, 12

## Supervisor, 3, 9

## Terms of reference, 1

## Textual Materials, 2, 9

- acceptable expenses, 9
- minimum amount, 2, 9

## Transportation, 3

## Travel Advance Request form, 4, 7

## Travel expenses, 2, 7

- staying with friends, 7

## Tuition Support, 18