

Procedure Title	Faculty PD Fund Procedure
Procedure Holder	Office of the Vice President Academic
Procedure Approver(s)	Senior Team
Related Policies	Ch2-s1-01 Travel, Meals, and Hospitality Policy Ch4-s3-08 Faculty Professional Development Fund Policy
Related Procedures	Ch4-s3-01 Professional Development
Appendices	Appendix A Application for Faculty PD Fund Appendix B Total PD Fund Awarded Appendix C Travel Approval Request Form
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2023-07-10
Next Review Date	2027-08-10

Purpose

College administration and faculty members share responsibility for professional development (PD) that develops and increases the knowledge, skills and attitudes necessary to carry out academic responsibilities.

The College supports professional development initiatives of all employees and views professional development as the joint responsibility of the employee and the College. With respect to faculty and where possible, Confederation College will provide or share in the cost of professional development. Support from the College may come in the form of sharing of tuition costs, provision of workshops and seminars, and other initiatives.

Scope

This procedure applies to full-time faculty members teaching in Degree and non-Degree programming.

Definitions

Faculty PD Approval Committee

A committee led by the Vice President Academic and made up of the Deans of the Schools tasked with reviewing Faculty PD Fund requests and making recommendations on their approval.

Governing Laws and Regulations

N/A

Procedure Statements

1.0 PROCEDURES FOR OBTAINING FINANCIAL SUPPORT

1.1 Faculty members requesting financial support for PD must submit an application (see Appendix A) to their immediate supervisor prior to any registration/enrolment in the PD event.

1.2 If the PD request is supported, the supervisor will forward the application with recommendations and comments to the committee (“Faculty PD Approval Committee”) for review. The committee may approve PD requests that require travel either within Ontario or North America. Requests that require International travel must receive approval from the Office of the President as per the Travel, Meals, and Hospitality Operating Practice 2-1-01.

1.3 Where a PD request is made which spans more than one day in duration, these multi-day PD requests will be approved only if the PD activity occurs during non-teaching days or non-teaching periods within the academic year or subject to Supervisor and Faculty PD Approval Committee approval.

Applications and approvals will be reviewed and approved by the committee three times a year at the end of each semester in April, August and December. Approvals will be based on the application’s adherence to PD principals and priorities contained in this policy as well as available PD funding.

PD funding approval will be given to activities which support and enhance overall teaching acumen, knowledge and professionalism. Additionally, approval is given based on:

- PD Activities that are required to maintain and support an individual’s program accreditation.
- PD Activities which are necessitated by changes to individual’s program/vocational standards.
- PD Activities that will enhance the individual’s program review process and helps to maintain relevant curriculum.
- PD Activities that enhance the College’s profile and reputation for teaching and learning
- PD Activities that provide the individual with additional or new certifications, qualifications, training or other activities that support currency in the field, including maintaining a terminal credential (ex. research activities for PhD).
 - Note: Annual/regular certifications, qualifications, professional designations, licenses, membership fees or post-secondary college or university courses do not qualify unless at the request of the College.
- PD Relevance to an individual’s PD plan.
- Previous PD funding received by the applicant.
 - Note: Priority given to applicants who have not received PD funding in the past 3 years.
 - Note: Generally, PD requests will be approved up to a maximum of \$1,500 per request.

1.4 Employees are encouraged to submit application requests as soon as possible to ensure the applications are reviewed by the Dean/Associate Deans/Director and sent to the Faculty PD Approval committee. Following the decision by the Committee, the applicant’s Manager will relay the decision of the Committee to the applicant in writing.

1.5 Generally, applications which are approved will be done so on a cost sharing basis between the Faculty Professional Development Fund, the applicant’s School/department and the Faculty’s Professional Development Spending Account (College Practice Ch4-s3-01). Exceptions to this policy may exist whereby the faculty member is able to access professional development funds through alternate means such as: scholarship funds and external agency funding etc.

1.6 All costs associated with the PD activity must be clearly outlined and included on the application form. Only the submitted and approved activities will be reimbursed.

1.7 Receipts for approved expenses must be submitted to the applicable Dean’s/ Associate Dean’s/Director’s office within 30 days of the PD activity’s completion.

1.8 Confirmation, reservations or payment of the following: hotel, flight, car rental, conference, presentations or PD activity shall not be made prior to the submission and/or approval of the PD application request. Where requests are time sensitive, the Dean/ Associate Dean/Director should be notified as soon as possible and any intentions of PD activities communicated well in advance.

Non-Compliance

Lack of compliance with this procedure could result in disciplinary measures by a supervisor and could also result in the delay in approving or denial of funding support.

Revision History

Version	Change	Author	Date of Change
V2023-06-24	<ul style="list-style-type: none"> • New format • Added language for degree-delivering faculty 	Richard Gemmill	2023-06-24

APPENDIX A

APPLICATION FOR FACULTY PROFESSIONAL DEVELOPMENT FUND

1.0 General Information:

The following information must be included as part of your application. Decisions are made on the basis of this information: Please complete each section in the following chart as applicable:

i)	Applicant Name:	Date:
ii)	School/Department/Program;	
iii)	Contact Information (telephone and email):	
iv)	Name of PD Activity:	Location:
v)	Date(s) of PD Activity (including travel time if necessary):	
vi)	Description and particulars of the proposed PD activity (<i>no longer than one-half page</i>). Attach any pamphlet, brochure or itinerary as available:	
vii)	Description of how the College will benefit from the individual's participation in this PD Activity (<i>no longer than one paragraph</i>). Note: Presentation of the PD activity to other College Colleagues by the individual may be requested:	
viii)	Statement of applicability towards established PD priorities referencing one or more of the following (no longer than one page): <ul style="list-style-type: none"> ✓ PD activities that support and enhance teaching, learning or professionalism. ✓ PD activities required to maintain and support individual's program accreditation. ✓ PD activities necessitated by changes to individual's program/vocational standards. ✓ PD activities that will enhance the individual's program review process and maintain relevant curriculum. ✓ PD activities that will provide the individual with certification, qualification or training. ✓ PD activities that support the individual's currency in their field. ✓ PD relevance to the individual's PD plan ✓ PD activities are scheduled or attended within Provincial or North American locations. (Note: International activities are only approved by special consideration of the College President). 	

ix)	Copy of your individual PD plan (<i>attach if applicable</i>):
x)	Travel Approval Request Form if required (<i>appendix C</i>): <input type="checkbox"/> Completed and attached <input type="checkbox"/> Not required
xi)	Additional supporting PD information (i.e. materials, documents, activities: <input type="checkbox"/> Additional supporting information or materials attached. <input type="checkbox"/> None.

2.0 Proposed Professional Development Expenses:

Itemized expenses and/or a proposed budget is required and must be provided in the following table (only the items listed in the table below will be considered for approved and reimbursement). Provide the “description/specifics” and ‘amounts requested” in the appropriate column for each category that applies.

In the “Description/Specifics” column, include sufficient and relevant details to explain the requested amounts. For example:

- Fees - indicate type (i.e. registration, membership etc.)
- Supplies, Equipment, Other - add specifics to identify items
- Travel – show destination and dates (please refer to the Travel, Meals, and Hospitality Operating Practice Ch2-s1-01 on our website for details)

Category	Description/Specifics	Amount Requested
Fees		\$
Supplies		\$
Equipment		\$
Travel: Air/car rental		\$
Travel: Lodging		\$
Travel: Meals		\$
Travel: Mileage		\$
Other (specify)		\$
Other (specify)		\$
Total PD Amount Requested		\$ (A)

3.0 Employee PD Spending Account Contribution:

It is an expectation that employees will contribute from their Professional Development Spending Account towards this PD activity. Any other monetary assistance from other sources must also be included (please specify). Complete the following chart.

	Amount
Applicant's current available Professional Development Spending Account total	\$
Other available funding (i.e. bursary, association etc.)	\$
Applicant's Total Contribution	\$ (B)

4.0 Previous PD Approvals:

The College will strive to approve Professional Development funds in a fair and equitable manner across the College and employees. Priority will be given to those applicants who have not received PD funding in the past 3 years. Complete the following chart.

Have you received PD funding in the past three years?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If "Yes" please provide name and date of the PD activity.	Date:
If "Yes", purpose of previous funded PD activity?	

5.0 Signatures and Supervisor's Comments:

This PD application must be completed, signed, dated and submitted to the appropriate Supervisor for their comments and signature before being forwarded to the PD Selection Committee.

Applicant Signature:

DATE:

Supervisor's Comments:

Supervisor Signature:

DATE:

Note: Supervisor to forward completed PD application to PD Committee for review and final approval.

Appendix B

Total Professional Development Fund Awarded (To be completed by the PD Committee)

Approved
 Not Approved

Applicant Name:	Date Submitted:
PD Activity Name:	Location:
Date(s) of PD Activity :	
	Amounts Awarded
Total PD Fund Requested (amount A in appendix A above)	\$
Total PD Fund Awarded	\$
Minus: School Portion of PD Fund Awarded	\$ -
PD Committee Portion of Total Fund Awarded	\$

	Amounts Awarded
School Portion of PD Fund Awarded	\$
Minus: Employee PDSA Portion (amount B in appendix A above)	\$ -
Total School Portion of Fund Awarded	\$

Employee Portion of Fund Awarded (amount B above)	\$
--	-----------

Appendix C**TRAVEL APPROVAL
REQUEST FORM**

Approval required for (Name, Title): _____

Destination: _____

Travel dates: _____

Explanation for travel: _____

Estimated Cost: _____

Permission to Travel approved by:

Supervisor

Signature	Date

Vice-President

Signature	Date

President

Signature	Date

Approvers:

Ontario (Supervisor)

Canada (VP)

International (President)