



PROCEDURES AND FUNDING GRANTS FOR PROFESSIONAL DEVELOPMENT FACULTY

(Reference Collective Agreement Clause 18.1.2 and Article 23
and Common Agreement, Article 16)

PURPOSE

Okanagan College (OC) and the Okanagan College Faculty Association (OCFA) support professional development (PD) activities intended to promote teaching excellence, subject area competence and technical competence in an area of professional or instructional expertise. Professional Development is provided as per the OC/OCFA Collective Agreement, Clause 18.1.2 and Article 23 and the Common Agreement Article 16 which provides additional funding for professional development activities subject to the Common Agreement between the Employers' Bargaining Committee on behalf of member institutions and the Federation of Post-Secondary Educators of BC (FPSE) on behalf of local unions, including the OCFA ("the Common Agreement"). The Common Faculty Professional Development Fund is in support of various types of professional development activities which are intended for the maintenance and development of faculty members' professional competence and effectiveness and to assist faculty in remaining current and active in their discipline and program. The Common Faculty Professional Development Fund is not meant to replace any existing development or educational funds.

The parties have agreed as per Clause 23.4 of the collective agreement and as per Clause 16.2 of the Common Agreement to the following process and criteria for the review and adjudication of employee applications for professional development and the allocation of such monies.

The process includes the review and adjudication of employee applications by Professional Development Committees and approval of the following by the employee's designated supervisor:

1. any leave or out of region travel request associated with professional development activities approved for funding from the Collective Agreement Professional Development Fund: and,
2. any leave or out of region travel request associated with professional development activities and the final approval of funding applications for professional development activities from the Common Agreement Professional Development Fund.

PROFESSIONAL DEVELOPMENT FUNDS

The Collective Agreement establishes a local Professional Development Fund of 0.7%. OC contributes 0.6% and the OCFA contributes 0.1% for each continuing employee based on Step 1 of the Salary Scale. Any money in the local Professional Development Fund that is not spent at the end of one fiscal year is carried forward to the following fiscal year.

The Common Agreement establishes a Common Faculty Professional Development Fund based on 0.6% of faculty salary. Any money in the Common Faculty Professional Development Fund that is not spent at the end of any fiscal year is retained by the employer.

ELIGIBILITY FOR PROFESSIONAL DEVELOPMENT FUNDING

Employees holding an active appointment are eligible to apply for professional development funding.

ADMINISTRATION & FUNDS

Committees

Professional Development Committees are established in accordance with the provisions of the OC/OCFA Collective Agreement.

Meetings

Meetings will be held as determined by each Professional Development Committee, providing that all applications for professional development funding are dealt with in a timely manner.

Applications

Each application will be considered on its own merit.

Report by Committees

Reports containing the name, department, amount granted and a brief description of the activity undertaken by each employee granted funds from each of the applicable Professional Development Funds shall be maintained. These reports will be available to Department Chairs, designated supervisors and the Joint Committee on the Administration of the Agreement (JCAA).

APPLICATIONS FOR FUNDING

1. Employees seeking financial assistance shall apply to the appropriate Professional Development Committee on the form provided by the College for funding from the:
 - a. OC/OCFA Collective Agreement Professional Development Fund; and/or
 - b. Common Agreement Professional Development Fund.
2. The Professional Development Committees will individually determine how far in advance of an event an application must be submitted.
3. Applications for professional development funding must be submitted in advance of the activity to the appropriate Professional Development Committee. The Committee will adjudicate applications and recommend either approval or denial to the designated supervisor. The designated supervisor is responsible for the final approval of applications in accordance with the purpose of the respective funds.
4. Individuals shall submit applications for PD funding with adequate time for consideration by the Committee and the designated supervisor.

In the case of the OC/OCFA Collective Agreement PD fund (1a.) the designated supervisor shall consider the operational impact of any leave involved. In the case of the Common Agreement PD fund (1b.) the designated supervisor shall consider both the value of the PD activity and the operational impact of any leave involved.

5. Applications will be considered by Professional Development Committees until each Fund has been exhausted. If a Fund(s) is exhausted prior to the end of the fiscal year, the Professional Development Committees shall inform employees that no further requests will be considered for the current fiscal year from the Fund(s).

6. Employees may submit single PD applications requesting funding from one or both sources. A group of employees (per #9 below) may submit a single PD application for a group activity requesting funding from one or both sources.

FUNDING GRANTS

1. **OC/OCFA Collective Agreement Professional Development Fund (Article 23):**

- a. The maximum grant for continuing employees over a two-year fiscal period commencing April 1, 2014 shall be \$2,000 per employee.
- b. Maximum grants for term employees over a one-year period (September 1 – August 31) are determined on a pro-rata basis related to the employee's current annual workload assignment, as calculated at the time of application (\$125 per each TLU for instructional employees and the percentage of full time equivalent workload for non-instructional employees), to a maximum of \$1,000 per year.

2. **Faculty Common Professional Development Fund (Common Agreement Article 16):**

- a. The maximum grant for continuing employees over a two-year fiscal period commencing April 1, 2014 shall be \$1,500 per employee.
- b. Maximum grants for term employees over a one-year period (September 1 – August 31) are determined on a pro-rata basis related to the employee's current annual workload assignment, as calculated at the time of application (\$93.75 per each TLU for instructional employees and the percentage of full time equivalent workload (1519 hours) for non-instructional employees), to a maximum of \$750 per year.

3. **PD Grants for Faculty on Term Appointment**

PD funding for term employees is administered on an academic year (September 1 – August 31) cycle. Term employees do not have to be on active term appointment at the time of the approved PD activity but must be on active appointment at the time of application. For example, an employee who applies for funding in October during Fall of 2016 while on active contract would need to engage in the approved activity and expend the amount prior to August 31, 2017. Similarly, an employee who applies for funding in April during Winter 2017 while on active contract must conclude the activity by August 31, 2017.

Term employees do not carry over any unused annual allotments between academic years.

4. **Travel/Registration/Accommodation/Meal Expenses**

Travel expenses related to professional development activities are subject to the approval of the designated supervisor including; airfare or mileage at the current rate, whichever is least, registration fees, and accommodation and meal expenses as governed by the OC/OCFA Collective Agreement (Article 41).

5. **Dissertations**

For employees who are working on a dissertation for a degree, requests will be considered for up to a maximum of three visits per year with a dissertation supervisor, subject to all of the funding limits specified in these Guidelines.

6. **Funding of activities while on Leave without Pay**

When an employee is on an approved leave without pay and when the leave is to undertake a professional development activity that is sanctioned by the College (e.g. completion of a Masters or Doctoral degree), requests for professional development funds will be considered by the appropriate Professional Development Committee, subject to all of the funding limits specified in this document.

7. **Applications Not Considered**

Applications for funds will not be considered for the preparation of grant applications, e.g. NSERC, SSHRC etc.

8. **Report on Activity**

A brief report describing the activity undertaken is to be submitted to the designated supervisor by an employee who receives professional development funding. Copies of this report shall be submitted to the Chair of the appropriate Professional Development Committee.

9. **Group Professional Development Activities**

The parties encourage holding professional development activities in a manner that encourages maximum participation at minimal cost. Proposals for group professional development activities should include a full description of the activity, including the delivery format, number of hours, date, time and location, and the number and disciplines of the anticipated participants.

10. **Events Not Attended**

Should the event for which funds were approved be cancelled, or the applicant does not attend the event, any funds advanced to the applicant are to be returned to the OC/OCFA Collective Agreement Professional Development Fund or the Faculty Common Professional Development Fund.

11. **Procedures and Funding Grants to be Reviewed**

These procedures and the funding grants for professional development activities are subject to periodic review by the College and the OCFA through the JCAA.