

APPLICATION HANDBOOK

COMMON AGREEMENT FACULTY PROFESSIONAL DEVELOPMENT FUND

Background

Letter of Understanding (LOU) 6 of the Common Agreement between the Employer's Bargaining Committee and the Federation of Post-Secondary Educators of BC requires each member institution to create a Common Faculty Professional Development Fund (Fund) set at 0.6% of total faculty salaries. The LOU also requires the institution and its faculty bargaining unit to mutually agree upon a process and criteria for the review and adjudication of employee applications to the fund. College of the Rockies and CORFA have reached agreement on the process and criteria and the agreement forms part of their Collective Agreement (See Appendix A). This handbook has been developed to assist CORFA members in applying the Fund.

Special Note: Where the information in this handbook appears to contradict the language of either LOU 6 or the local LOU regarding implementation of LOU 6, the signed LOUs are deemed correct.

Scope of the Fund

The Fund provides an opportunity for faculty to undertake a significant professional development activity. Policies and procedures related to the Fund are administered by the Faculty Development Committee with the final assignment of these funds approved by the Senior Instructional Officer. The Fund is not intended to provide the type of funding currently funded through the Faculty Development Fund or the Educational Leave Fund. See Appendix C for a comparison of the professional development funding mechanisms.

The Fund will be used to provide successful applicants with salary and benefits while they are pursuing approved professional development activities. Statutory payroll deductions including income tax, Canada Pension Plan, Employment Insurance, Faculty Association dues, etc., continue during the leave and are paid from the Fund.

The new funding mechanism provided by the Fund would allow full-time or part-time release from normal duties. For example, a full-time leave allows an individual to complete a residency requirement within a degree program; to conduct intense research; to attend a short but intense course; to write a thesis or research project report; or to undertake similar activities. A part-time release, where the Fund tops up the salary and benefits of the successful candidate to normal entitlements, would allow an individual to work at a reduced workload for up to one academic year. This type of leave would permit a faculty member to undertake PD on a part-time basis while maintaining a percentage of regular duties. Any combination of these types of leave would be possible.

Without restricting the principles governing the Fund, the following activities shall be considered as constituting valid grounds for a faculty member to apply for funding:

- Enrolling in a relevant full-time or part-time program of study at an appropriate institution;
- Professional research or non-directed study
- Assuming, with another institution, agency, business, or industry, a position in a field related to the College appointment held by the faculty member;
- Travel and visitations for studies of particular relevance to the faculty member's College appointments.

Other leave plans, including unpaid leave, voluntary workload reduction, and deferred salary, are available to faculty for professional and other development activities. The College reserves the right to grant such leave at their discretion. Faculty interested in these types of leave should contact the Human Resource Development Department or visit the HRDD website.

Faculty interested in pursuing a leave under the Fund are advised to begin their preparations by reading through this document and those listed below:

- Collective Agreement Articles 5.4, 6.7, and 11
- Common Agreement Article 7 and Letter of Understanding 6
- Letter of Understanding re Common Faculty Professional Development Fund, February 2006 Pilot Process for Fund Allocation (Appendix A)

Eligibility

You must be a member of CORFA to apply. All bargaining unit members working in auxiliary, term and regular employment categories who have completed their probationary period are eligible.

Limitations

The Fund will be used to provide salary and benefit support to individuals wanting to complete professional development projects on either a full-time or part-time basis. Full-time support will be available for projects of between one week and six month duration while part-time support is available to reduce an assigned workload to no less than 20% for a one year period. For example, full-time support could be available for a 2-month period at 100% of normal salary and benefits or part-time support would be available to reduce a 100% workload to 60% for one year while retaining 100% of salary and benefits.

Overview of the Candidate Selection Process

Each year, the Fund is allocated a budget of 0.6% of total faculty salaries. The Faculty Development Committee will announce the competition for funds and invite applications. By mutual agreement, the dates can change but a rough outline of the process is as follows:

1. Notice of competition for the Fund is issued by Faculty Development Committee with a deadline of April 15th.
2. The Faculty Development Committee reviews all applications and seeks clarification regarding any aspect of the application from candidates.
3. Faculty Development Committee ranks the applications in priority order as per Candidate Selection guidelines and meets with the Senior Instructional Officer to present their analysis and recommendations on or before May 15.
4. The Senior Instructional Officer selects one or more successful candidates by May 31.
5. Successful candidates and the College begin implementing the approved professional development plan.

The Fund does carry forward from year to year. A leave from normal duties may extend from one fiscal year to the next. The College and CORFA are committed to spending budget allocation in each fiscal year and may, if necessary, announce new competitions at other times. In addition, funds from future years can be allocated when recommended by the Faculty Development Committee and considered by Senior Instructional Officer to be in the best interests of the College.

Preparing a Common Faculty Professional Development Fund Application

A CFPD Fund leave is not easy to arrange. A candidate must seek approval from Department Heads or Campus Managers and then work with the Human Resource Development Department on the details. If a host institution or business is involved then a candidate must have initiated preliminary discussions. Family relations and other community commitments are also important and must be given consideration.

A detailed application must be submitted to the Faculty Development Coordinator and it must include:

1. A completed Application Form (see Appendix B)
2. A letter or e-mail message from the applicant's Department Head or Campus Manager granting approval in principle for absence from normal duties to undertake the specified professional development.
3. A detailed description of the program planned including a statement about purpose and details on specific activities to be undertaken. Other supporting information would be helpful.
4. An explanation of the anticipated long-term value of the leave towards achieving College objectives.
5. An explanation of the anticipated value (immediate and long-term) of the proposed leave to the applicant.
6. A comprehensive statement of the applicant's previous contributions to the College and community.

7. A description of the reporting-back procedure the applicant intends to use.
8. A description of the preparations already made in connection with the proposed leave.
9. An estimate of the cost of salary and benefits. This information may be requested from the HR/Payroll Department.

Evaluation Criteria for Candidate Selection

The Faculty Development Committee will review all applications for financial assistance and assess the merits of each application based on the following factors:

- Length of service with the College
- Available funding
- Previous financial assistance granted
- The value to the College of the experience sought by the faculty member
- The value to the faculty member of the experience sought by the faculty member
- Service by the faculty member to the College and/or Community
- The 'comprehensiveness' of the proposal
- That the proposal be realistic (e.g., that the activity can be achieved within the time lines proposed.)

Obligations of Successful Candidates

There may be instances where a successful candidate is unable, for one reason or another, to follow through in their plans. It is expected, that in such circumstance, the individual will inform their Department Head or Campus Manager and the Faculty Development Coordinator as soon as possible.

Upon completion of a supported leave, a regular faculty member is required to continue employment with the College for a period of at least two years. If he/she voluntarily resigns employment at the College within one year of returning from leave, one hundred percent of the financial assistance provided must be refunded. If voluntary resignation occurs in the second year after returning from leave, fifty percent of the financial assistance provided must be refunded.

A non-regular faculty member returning from supported leave is required to fulfill the terms of the contract initially in place prior to the leave. Should the employee voluntarily leave the employ of the College prior to completion of this period, he/she will be required to refund the funds provided on a proportional basis.

On return from supported leave, successful candidates must complete the reporting-back requirements of their professional development plan.

Reinstatement

When a successful candidate returns from supported leave, he/she will return to the same employment category as previously occupied. For example, a regular employee returns to regular employment, though assigned duties and responsibilities may have changed. Entitlements due to the employee while on supported leave will occur as normal (as if the employee had not gone on leave). Auxiliary and term employees will be reinstated to their previous positions, when work is available.

Appeals

Decisions of the Senior Instructional Officer are final.

Letter of Understanding Common Faculty Professional Development Fund

Introduction

The Common Agreement Faculty PD Fund has been created through Letter of Understanding 6 of the faculty Common Agreement. The Fund is in support of various types of professional development activities. Such professional development is for the maintenance and development of the faculty members' professional competence and effectiveness. The purpose is to assist faculty to remain current and active in their discipline and program. The Fund is not meant to replace any existing development or educational funds.

The parties (College of the Rockies Faculty Association and the College of the Rockies) agree that the fund will be used to provide successful applicants with full or partial paid leaves while they are pursuing approved Professional Development activities.

Eligibility

Post-probationary faculty members employed by the College shall be eligible to apply for Common Faculty PD financial assistance.

Limitations

1. The duration of a full-time leave funded through the Common Agreement Faculty PD fund shall be for at least one week to a maximum of six months.
2. The duration of a partial leave (of at least 20% but less than 100%) shall be for a maximum of one academic year.

Process for Application and Approval

A faculty member who wishes to apply for funding through this Fund will submit her/his application to the Faculty Development Committee in response to a call from that Committee for applications. The application must be supported with written (email okay) confirmation of approval in principle from the applicant's Department Head or Campus Manager for the absence of the applicant from normal duties to undertake the specified professional development.

The Faculty Development Committee will evaluate each application as per the candidate selection criteria below. The Committee will meet with the Senior Instructional Officer (SIO) and present her/him with its analysis and recommendations. All applications for funding will be ranked by the Committee

for consideration by the SIO. The SIO will consider all recommendations of the Committee and be responsible for the final approval of applications.

Candidate Selection

1. Details of the application process will be outlined in the Professional Development Handbook and may be modified by mutual consent of the Parties.
2. The Faculty Development Committee will review all applications for financial assistance and assess the merits of each application based on the following factors
(no order of priority):
 - Length of service with the College;
 - Available funding;
 - Previous financial assistance granted;
 - The value to the College of the experience sought by the faculty member;
 - The value to the faculty member of the experience sought by the faculty member;
 - Service by the faculty member to the College and/or Community;
 - The 'comprehensiveness' of the proposal; and
 - That the proposal be realistic (e.g., that the activity can be achieved within the time lines proposed.)
3. Without restricting the generality of the principles governing the Common Agreement Faculty PD Fund, the following activities shall be considered as constituting valid grounds for a faculty member to apply for Common Agreement Faculty PD funding:
 - Enrolling in a relevant full-time or part-time program of study at an appropriate institution;
 - Professional research or non-directed study.
 - Assuming, with another institution or agency or in business or industry, a position in a field related to the College appointment held by the faculty member;
 - Travel and visitations for studies of particular relevance to the faculty member's College appointments.

Fund Management

1. Common Agreement Faculty PD funds may be used only at a time mutually agreed upon by the College and the employee.

2. Deadline for submission of applications to the Faculty Development Committee shall be April 15 of each year. The Committee will review all applications and will meet with the Senior Instructional Officer not later than May 15 to make recommendations. The Senior Instructional Officer shall make final approval of applications not later than May 31. These deadlines may be extended or modified by mutual agreement of the parties.
3. In the event that funds available during any given fiscal year have not been fully committed, the parties may agree to engage in an additional process (es) within that fiscal year to allot the remaining funds. Funds not used in a fiscal year will be carried forward to the next fiscal year.
4. The College will allocate funds from future fiscal years only where it is recommended by the Faculty Development Committee to do so, and where it is in the best interest of the College, as determined by the SIO.
5. The Common Agreement Faculty Professional Development Fund will be charged for costs of salary and benefits while on approved leave as well as vacation, PD, and NI days accrued while on such leave.
6. A faculty member who is granted funding from the Common Agreement Faculty PD Fund must commit to continuing employment with the College for a period equal to double the leave taken.

Examples:

1. Leave is 100 percent for 6 months – must work 100 percent for 12 months
2. Leave is 50 percent for 6 months – must work equivalent to 50 percent for 12 months which may be 100 percent for 6 months
3. Leave is 100 percent for 8 weeks – must work 100 percent for 16 weeks

A faculty member must repay all salary and benefits paid if s/he voluntarily leaves or is dismissed from the College prior to fulfilling 50 percent of the required time. If more than 50 percent, but less than 100 percent, of the work commitment has been fulfilled, the member must repay one-half of the salary and benefits paid during the leave.

A faculty member will not be required to repay any salary and benefits if s/he leaves the College as a result of layoff, reduction, illness, or other involuntary reasons.

Signed on behalf of the College of the Rockies

Sheila McDonald, Director, Human Resources

October 2009

Date

Signed on behalf of the College of the Rockies Faculty Association

Bob Wakulich, President, CORFA

October 2009

Date

FACULTY DEVELOPMENT COMMITTEE
COLLEGE OF THE ROCKIES

Application Form
Common Faculty Professional Development Fund

Instructions:

Complete this application form, sign it and submit it along with the materials described in the Common Faculty Professional Development Fund Handbook to the Faculty Development Coordinator.

Date of Application: _____

Employee Name: _____

Teaching Program or Service Area: _____

Current Employment Category (circle): Auxiliary Term Regular

Brief description of your current workload:

Initial Date of Hire: _____ Years of Service: _____

Anticipated Dates of Leave From: _____ To: _____

Percent of Leave: _____

Application Checklist

- Application Form Letter of Support Detailed Description of Activity
- Explanation of Long-Term Value to the College
- Explanation of Value to Applicant Cost of leave from HR/Payroll

It is your responsibility to ensure you have addressed each of the above topics in your application.

Previous Leaves Granted - State the beginning and ending dates of previous leaves and describe their purpose. If remuneration was received, describe its nature and amount.

External Funding - Describe the sources and amounts of remuneration, other than College salary, you expect to receive during your leave. For example, remuneration from bursaries, grants, scholarships, salary, gifts, etc.

Employee Statement

Should I be the successful applicant, I understand and agree to the following conditions:

1. As a regular employee I shall commit to continuing employment with College of the Rockies for a period equal to double the leave taken.
Examples:
 - A. Leave is 100 percent for 6 months – must work 100 percent for 12 months
 - B. Leave is 50 percent for 6 months – must work equivalent to 50 percent for 12 months which may be 100 percent for 6 months
 - C. Leave is 100 percent for 8 weeks – must work 100 percent for 16 weeks
2. If I voluntarily leave, or am dismissed from, the employ of the College prior to completion of the above period, I will refund, 100 percent of the. If I voluntarily leave, or am dismissed, after fulfilling 50 percent of the work commitment, I will refund 50 percent of the financial assistance provided.
3. If I leave the college as a result of layoff, reduction, illness, or other involuntary reasons, I will not be required to refund any of the financial assistance received.
4. As a non-regular employee I shall commit to completing the employment contract in place before I began my leave from normal duties.
5. Upon return from Leave, I will complete the reporting-back requirements specified in my application.

Note: During the selection process, the Faculty Development Committee and Senior Instructional Officer may request other conditions be attached to the Leave.

Signature of Employee

Comparison of Funding Mechanisms

Property	Faculty Development Fund	Education Leave Fund	Common Faculty Professional Development
Release	No release from normal duties	Full-time release from normal duties	Full-time and part-time release from normal duties
Funding Focus	Expenses not including salary	Salary	Salary
Duration	Less than one day to multi-day events	4 months to 1 year with 1 year extension possible	1 week to 6 months
Activity Types	Workshops, conferences, seminars, field trips, courses	Research, degree completion, visitation, field trip	Research, degree completion, visitation, courses, projects, residency, field trip
Fund Coverage	Registration fees, course fees, accommodation, travel, meals	Salary to 80% for one year	Salary at 100%
Funding Limits	Max \$2, 000/year and \$4, 000 in 4 years Prorated for Regular PT/Seasonal 3% of salary for non-regular	One leave every two years	One or more leaves each year
Budget	0.64% of salaries per year (\$45, 000)	\$40, 000 each year	0.6% of salaries per year (\$43, 000)
Surplus Carry Forward	Yes	Yes	Yes
Eligibility	Auxiliary, Term (except those replacing regular faculty on leave), Regular	Regular with 3 year service	Auxiliary, Term, Regular – post probationary

Note: Dean and Department budgets also carry professional development lines. These budgets are allocated at the sole discretion of Deans and Department Heads for activities related to achieving specific College objectives. The above funding mechanisms are not intended to replace any funding traditionally available through dean or departmental budgets.