## Faculty Development Committee Guidelines

# Overview

# Definition and Categories of Faculty Professional Development

Professional Development is a faculty driven obligation and right to build discipline expertise; improve teaching abilities; maintain and expand professional competence; explore alternative teaching methods and philosophies; keep up-to-date in subject matter; keep up-to-date in instructional processes and skills; carry out course, program, and curriculum development; maintain and expand effectiveness in course, program, and curriculum development; review and develop instructional materials; and improve the quality, effectiveness, and efficiency of the programs and services of the College.

## 1. Individual Faculty Professional Development Eligibility

Any faculty who pays dues to the Faculty Association, i.e. regular full-time, regular part-time, term**,** and auxiliary faculty, may apply for funding for an individual event.

### Regular Faculty

In general, the annual maximum eligibility to be allocated from the Faculty Development Fund will be $2000 per successful applicant, with a ceiling of $4000 in any four-year period. This amount will be pro-rated for part-time regular employees.

### Non-Regular Faculty

Term and auxiliary faculty will be eligible for Faculty Development funds, up to 3% of the earnings over the length of their term. The one-year maximum of $2000 and the four-year maximum of $4000 still apply.

### Books and/or Resource Materials

Included in all individual eligibility amounts is $250 annually, which faculty may use for the purchase of books and/or resource materials that are not part of a course the member is taking. In making application for this money, faculty must submit the necessary form along with a rationale as to why the library or department cannot buy the material. Any money granted will be deducted from each member’s eligibility in that fiscal year.

## 2. Group Professional Development Eligibility

The Faculty Development Committee has set aside up to $6,500 per fiscal year for Group Professional Development activities. In allocating group funds, efforts will be made towards equality across divisional lines and throughout the three semesters. Group Professional Development **f**unds may be accessed by:

* A group of three or morefaculty wishing to participate in a workshop, program**,** or other professional development activity**,** which has a purpose common to the needs of those individuals.
* An individual faculty wishing to participate in a professional development activity**,** which has a purpose common to the needs of a group of faculty. The individual will commit to facilitate an in-house group activity based on his**/**her experience.
* Funding will not normally exceed $1500per event.

## 3. Educational Leave Eligibility

Regular faculty employees, with at least three (3) years of service in a faculty position(s) with the College, shall be eligible to apply for Educational Leave financial assistance.

## 4. Common Fund Professional Development Leave Eligibility

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

# Purposes of the Faculty Development Committee

1. Allocating the Faculty Development Fund in a fair and equitable manner, which includes:
	1. Reviewing all applications for completeness
	2. Determining eligibility of funds
2. Recommending, organizing**,** and approving individual and group activities which enhance the provision of educational opportunities;
3. Allocating the Educational Leave Fund in a fair and equitable manner;
4. Recommending candidates for Common Fund Professional Development Leave(s)in a fair and equitable manner; and
5. Allocating the Guest Lecture Fund in a fair and equitable manner.

Further, the Faculty Development Committee will respond to needs, recommendations, or suggestions from:

* individual faculty**;**
* Department Heads, managers (Campus and other) regarding departmental activities**;**
* the Vice-President, Academic and Applied Research, regarding division-wide activities**;** and
* the Faculty Association Executive or the Executive Director, Human Resources, regarding College-wide activities.

# Objectives of Faculty Professional Development

Included, but not limited to and not in order of priority, among the objectives of Faculty Professional Development are activities assisting individuals or groups to:

* maintain currency in a field or discipline;
* update academic or other qualifications;
* enhance career mobility;
* enhance instructional abilities;
* develop and document instructional innovations;
* engage in faculty exchange programs, e.g. internal, with industry, other colleges, universities, etc.;
* plan and execute conferences;
* attend seminars or special events;
* develop expertise complementary to one’s discipline;
* engage in research and scholarly activities;
* develop a community of teachers and scholars; and
* provide community and professional service.

# Membership of the Faculty Development Committee

* the Faculty Development Coordinator, appointed in accordance with Faculty Collective Agreement, Article 23.7.1.2.b, who shall be Chair;
* four other faculty, appointed by the Faculty Association; and
* the Human Resources Advisor.

Note: The appointment process for the Coordinator and other faculty committee members is by election at the Annual General Meeting of the Faculty Association for a two year term. Term end dates will be staggered.

# Meetings of the Faculty Development Committee

The Committee will conduct meetings by email to approve Professional Development Funding Requests. The Chair will facilitate discussion with the Committee regarding applications and will ensure timely communication with the faculty member making the application.

The Committee will hold face-to-face meetings to evaluate Education Leave and recommend Common Faculty Professional Development Leave(s). Another face-to-face meeting may be held annually. The Chair may convene additional face-to-face meetings, as required.

The Chair shall be responsible for the agenda and will act as the recording secretary.

A quorum will consist of the Chair and three (3) other Committee members. In the absence of the Chair, an Acting Chair will be designated.

Members are free to place any matter on the agenda and bring it to a vote, provided it falls within the purpose of the Committee as interpreted by the Chair.

Issues and recommendations will be decided on the basis of majority votes.

In the event of a procedural difficulty, the meetings shall be conducted in a manner consistent with the rules of order per: Parliamentary Procedure at a Glance (New Edition), by O. Garfield Jones.

# Other Responsibilities of the Chair of the Faculty Development Committee

* Track applications, expenses, and reports;
* Review and approve expense claims;
* Reconcile general ledger account monthly;
* Provide reports to both CORFA and HR;
* Actively participate in the College-wide PD Days planning and in the actual event;
* Promote and assist members with applications to Common Faculty Professional Development Fund;
* Promote and assist members with applications for Education Leave;
* Represent the Faculty Association on the FPSE Professional and Scholarly Development Committee;
* Every two years seek input and review the Faculty Development Guidelines and forward any recommendations for change to the Faculty Association Executive; and
* Maintain the Faculty Development Moodle website.

# Financial Resources of the Faculty Development Committee

1. Effective April 1 of each year, the College shall contribute to the Faculty Development Fund an amount equal to 0.64% of total faculty salaries for the previous fiscal year, as per Article 23.7.1.2 (a). Signing authority for the Fund's cost centre shall be the Chair of the Committee.
2. A Guest Lecture Fund (see below)shallprovide for up to $2000 annually allocated by the Faculty Association and up to that amount by the College. Requests are submitted to the Faculty Development Committee for review and approval.
3. Effective April 1 of each year, the College shall contribute annually to the Educational Leave Fund an amount equal to 40% of the total annual salary and benefits paid to a regular full-time employee at the top step of the salary scale, as per Article 23.7.3. Any unused monies remaining in the Educational Leave Fund at the conclusion of a fiscal year will be carried forward to the Educational Leave Fund in the next fiscal year.
4. The Common Faculty Professional Development Fund will be set at point six of one percent (0.6%) of faculty salary for each institution, as per Letter of Understanding 6 of the Faculty Common Agreement. Any monies in the fund not spent at the end of any fiscal year shall be retained by the employer.

Salary for persons undertaking faculty development activities during Professional Developmenttime, as approved by the appropriate Dean will be borne by the appropriate division while the Faculty Development Committee's resources will fund non-salary approved costs.

Should a Dean approve/assign staff development, which has not been recommended through or by the Committee, then the division will bear the approved expenses, in addition to salary.

# Weekend/Evening Professional Development and Travel to and from approved Professional Development activities

Following agreed upon Professional Development principles, especially involving weekend Professional Development activities and travel to and from approved Professional Development activities, CORFA and the College have resolved:

1. For Professional Development activities outside of normal working hours, faculty may request to attend these events and after consultation with and prior approval from the Dean/Manager, compensatory time off in lieu will be given for each weekend day worked; and
2. For travel time for Professional Development events on a weekend, if a regular employee travels to an event from Monday to Friday, the travel time will be recorded as a PD Day or travels on a weekend to attend an event, compensatory time off in lieu will be recorded as a weekday PD Day if prior approval is given by the Vice President, Education.

# Reporting of the Faculty Development Committee

The Faculty Development Coordinator is the Chair and the official spokesperson for the Faculty Development Committee.

The Coordinator will report, at least twice per year to both the Faculty Association, and to the Executive Director, Human Resources on:

* activities of the Committee;
* activities undertaken by the Chair on behalf of the Committee; and
* money spent to date from each of the funds

The Coordinator will prepare and publish a comprehensive annual (fiscal year) description of faculty development activities and the funds expended.

The Coordinator will prepare reports to and from the two meetings per year of the FPSE Professional and Scholarly Development Committee.

The Chair may be asked to report to other professional development groups as required.

# Monitoring and Amendment

The Chair is responsible for explaining this document to those affected by it and monitoring its ongoing implementation.

Amendment(s) to this document may be proposed by or through any Faculty Development Committee or CORFA Executive member and will be passed by simple majority at the CORFA AGM.

# Information Sharing

Faculty who receive Faculty Development Funds will be required to submit a brief written report to the Faculty Development Moodle site.

In addition, faculty may be requested to share their experience and knowledge by:

* making a presentation;
* providing literature, materials, and reports ; and
* responding to requests to and from those interested.

Individuals who use Group Funds to attend professional development activities will be required to directly facilitate in-house group activities.

# Procedures for Applying for Funding

Application guidelines and procedures are available from the Faculty Development Moodle site.

# Individual and Group Applications

1. The Faculty Development Committee will review all applications for funding and assess their merits based on the following factors (not in order of priority):
* available funding;
* previous financial assistance granted;
* the value to the College of the experience sought by the faculty;
* the value to the faculty of the experience sought by the faculty;
* the 'comprehensiveness' of the request; and
* that the request be realistic (e.g., that the activity can be achieved within the time lines proposed.)

As much as possible, the granting of requests will be made with fairness across program areas (academic/technical, vocational, and non-instructional faculty) and as equally as appropriate among the three semesters.

1. Of the allocated funding assigned to faculty development each year, $2000 will be assigned to PD Days, and up to a maximum of $6500 will be set aside for possible Group Professional Development activities. The remaining funds will support individual activities.
2. The Fund will not provide funding for any Professional Development activity required as a condition of any faculty member’s employment. Further to this point, as called for in Article 7.6.2, if not already completed on hire, regular instructors shall complete the BC Provincial Instructor's Diploma Program [PIDP] or have demonstrated its equivalence within three years after the date of appointment. As the College supports the PIDP for regular employees, the Committee will only consider requests for funding for PIDP courses from non-regular employees. If the amount of their annual eligibility does not cover the PIDP course costs, they can apply against eligibility generated by their work in the following year.
3. Employees must apply for funding BEFORE the Professional Development activity takes place. Applications for funding with short notice will be considered as long as contact has been made with the Faculty Development Coordinator prior to the event.
4. Disbursement of approved funding of courses for employees on unpaid leave will be handled on a reimbursement basis, upon successful completion and upon return to the College of the Rockies.
5. If more than one person is attending the same event, the Faculty Development Committee will fund mileage for one vehicle
6. Travel expenses should be budgeted for and claimed on the basis of the College Policy & Procedures Manual, especially A.8.3.2, travel by personal vehicle will be reimbursed by the standard kilometer rate rather than fuel costs and A.9.1.3 (domestic travel) and A.9.1.1 and .2 (international travel), per diem amounts for meals rather than receipts.
7. Further to travelling internationally, faculty should be aware the College requires members to be covered for international travel by its insurance policy/company and it will pay the associated costs.
8. In the past, $40 Class Act certificates have been given to the organizers of PD Days. In general, honoraria will be considered on a case-by-case basis.
9. Faculty who have received notice of layoff or have opted for layoff instead of a work reduction and have submitted Faculty Development Funding Request form(s) prior to the effective date of layoff will have their applications treated according to the same guidelines as any other faculty.

# Educational Leave Guidelines

For details associated with this leave, please consult the Education Leave section of the Faculty Development Moodle site.

# Common Fund Professional Development Leave Guidelines

For details associated with this leave, please consult the Common Fund Professional Development Leave section of the Faculty Development Moodle site.

# Guest Lecture Guidelines

1. The objectives of the Guest are:
	* to provide educational/enlightening/interesting guest lecturer experiences to faculty in particular~~,~~ and to College constituents in general;
	* to arrange for guest speakers to provide such experience; and
	* to enhance the College's profile by giving people within the community the opportunity to attend these presentations
2. A Guest Lecture may be developed annually by selection of guest speakers from:
	* individual applications/suggestions directed to the Faculty Development Committee;
	* lists of guest speakers developed by external agencies, individuals**;** and
	* a solicitation of the College's publics for information re possible presentations.
3. Consideration and approval of individual applications or formulation of an Annual Series shall be based on meeting the objectives noted above.
4. Although the public image of the College may be considered when selecting guest lecturers, academic freedom must be the primary consideration in supporting requests.
5. The Committee shall be receptive to consideration of applications submitted by external agencies requesting co-sponsorship.
6. In all instances**,** the Committee shall make every attempt to ensure Guest Lecture presentations are held at the College of the Rockies.
7. A designated, willing faculty member will undertake the responsibility for organizing and advertising specific Guest Lectures approved by the Committee.