

Faculty Employee Professional Development Funds Policies and Procedures

Jointly Prepared By:

The College of New Caledonia

and

The Faculty Association of the College of New Caledonia

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The guidelines for accessing the funds available to faculty employees for Professional Development are a revision of the March 2010 *Faculty Employee Professional Development Guidelines*. The revised procedures and policies include the implementation of Article 16 of the common collective agreement, Common Faculty Professional Development Fund.

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Introduction

The Professional Development Committee (“PDC”) is a joint CNC-FACNC committee responsible for administering applications for faculty employee professional development activities each fiscal year (April 1 – March 31) through two professional development funds.

These are:

1. 0.8% of total faculty salaries for the previous fiscal year (“Local Fund”); and
2. 0.6% of total faculty salaries for the previous fiscal year (“Common Fund”)

The responsibilities of the PDC will be carried out pursuant to Article 13 of the local collective agreement, Article 16 of the common collective agreement and the LOU of August 27, 2014 *Re: Implementation of Common Agreement Article 16 – Common Faculty Professional Development Fund*. See Appendix A for relevant collective agreement provisions regarding the 0.8% fund and Appendix B for Article 16 and the LOU regarding the 0.6% fund.

These two funds are administered by the Professional Development Committee (PDC). In the case of professional development activities subject to the 0.6% (Common Fund) approval of the CNC Vice President Academic, or designate, is also required.

The purpose of this document is to provide detailed information and guidelines in order to:

- Assist faculty employees in making applications for Professional Development Funds (PD Funds).
- Assist the PDC in overseeing the disbursement of the PD Funds.

Purpose of the Funds

All PD Funds are intended to support faculty employees in activities that enhance present skills and knowledge, adapt to new work methods, prepare for career advancements within the College, as well as any other activities acceptable to the PDC.

The highest priority for Professional Development is given to those activities that are shown to be an enhancement or an improvement of a faculty employee's ability (or faculty employees' abilities) to perform their duties at the College or that are directly related to their faculty responsibilities.

Professional development activities subject to the 0.8% (Local Fund) shall be used for, but not be limited to, such activities as attending courses and conferences, travel expenses, and other activities acceptable to the PDC.

Professional development activities subject to the 0.6% (Common Fund) shall be used for, but not limited to, assisting faculty to remain current and active in their discipline and program. The Fund is not meant to replace any existing developmental or educational funds.

The provisions of Article 10.18.3 of the collective agreement recognize that professional development activities vary greatly between individual faculty and disciplines and thus faculty employees are expected to identify and act upon their own professional development needs.

Eligibility for Professional Development Funds

All faculty employees whose employment with the College is covered by the collective agreement between the CNC Board and the FACNC are eligible to apply for PD Funds. Information on variations in professional development funds available according to a faculty employee's status appears at Table 2 of this document.

PD funds will be allocated on a first-come, first served basis, based on submission deadlines.

Applications for PD Funds will not be accepted from a faculty employee who has provided CNC with a notice of resignation or retirement. Faculty with outstanding reports (reports not filed after completing PD activities) will not be eligible until the report has been accepted by the PDC.

Non-Eligible Activities and Expenses

Activities and expenses not eligible for PD Funds include expenses required for the College's designated representative at an articulation meeting, annual professional fees where such fees are a requirement of a faculty employees position (e.g. fees related to designations such as C.A., C.M.A., P. Eng, R.P. F., etc), training or education that is required by the College, hardware that is required by the College, and the top-up of education leave salaries.

Application Procedures

Applications for PD Funds will be made on the appropriate forms, which are available as Appendix C to this document, and at:

http://www.cnc.bc.ca/Working/Human_Resources/Training_and_PD.htm

The extent to which any activities and expenses would be supported through PD Funds would be limited by the maximum dollar amounts as set out in these guidelines.

Where the completion of the proposed PD activity will require release time, such time must be approved by the appropriate Dean, Director, or Regional Director. The release time form or leave form must accompany the initial application for PD support.

Where the completion of the proposed PD activity will require Education Leave such leave will require approval through the procedure for approval of Education Leave (as per Article 12.4. of the Collective Agreement).

All applications for funding should adhere to the following deadlines to be guaranteed consideration:

Deadlines for Allocation of PD Funds

Deadline for submission	Covering Period
March 1	April through to March
April 1	May through to March
May 1	June through to March
June 1	July through to March
September 15	September through to March
November 15	December through to March
January 15	February and March

The PD Committee will review PD applications no later than two weeks after the deadline for submission. Late applications will be reviewed at the following PDC meeting. Any application for PD activities that start prior to the application will be considered as “after the fact” applications.

Applications that are submitted after the above deadlines but before the PD activity, may still be considered since it is likely that in some cases applicants will not become aware of a PD activity until after the deadline has passed.

Credential and support applications: March 12 will be the deadline for application submission for the current fiscal year as these applications require 10 working days for the Academic VP approval before being sent to Finance.

Applications must include an estimate of expense costs.

Professional Development Committee Application Review Procedures

Priorities

The following will be considered by the PD Committee in setting priorities for the funding of applications:

Where possible, 80% of expenses will be paid. When funds are limited, reduced funding will be offered by the PD Committee. In that case, the following priority scheme is used:

- Highest priority: registration or course fees, transportation, accommodation
- Lowest priority: meals/sundries
- Applicants who have received PD funding in any given fiscal year will have a lower priority on further application in that fiscal year. However, being the contact person on a group application will have no impact on an applicant's priority relative to an individual application that s/he may submit.

The following priorities will be used when awarding PD Funds to applications submitted after the deadlines and to applicants seeking additional funding:

- Meals and sundries will not be funded
- The top priority will be for "after the fact" funding; i.e. for applications made after the PD activity has started. In such circumstances applications for PD funding will be considered at the end of the fiscal year if funds remain. However, the applicants assume full liability for their commitments and the PDC is under no obligation to provide funds.
- The next priority will be for 'over the allowed limit' requests where the original request exceeds the limit.
- The final priority will be for 'over the allowed limit' requests that represent an additional professional development activity proposal.

All else being equal, preference will be given to applications which are subsidized by funds from other sources, excluding the College of New Caledonia.

Applications for Professional Development Restricted to the 0.6% (Common Fund)

Funding for the following professional development activities/materials can be accessed through applications to the 0.6% (Common Fund):

- Funding for support materials
- Funding for the pursuit of a credential
- Group professional development activities
- Professional development activities requiring replacement costs will not normally be approved but will be considered if there are unallocated monies remaining in the 0.6% Fund as of March 1 each year.

All other applications for professional development activities will be administered through the 0.8% (Local Fund). Should the .6(Common Fund) be depleted, applications to the fund may be considered under the .8 (Local Fund).

Examples of Professional Development Activities

Examples of activities and expenses that may be supported through .6 PD Funds (Common Fund) include, but are not limited to:

- Tuition towards obtaining a degree or professional certificate.
- Purchase of materials that support Professional Development (e.g. software, hardware, books, papers and other appropriate materials).
- The cost of release time to support Professional Development.
- The cost of group activities such as seminars, forums, workshops or meetings that would be arranged for particular interest-groups of faculty employees.

Supporting Materials (.6 Common Fund)

Where the PD expense applied for by a faculty employee is the purchase of materials that support professional development (e.g. books, software, or hardware not required by the College), the maximum amount will be equivalent to amount available to employees under the General application as stated in Table 2.

Credentials Professional Development (.6 Common Fund)

Where the PD activity applied for by a Regular Full-time or Regular Part-time faculty employee is tuition and other expenses directly related to the attainment of a degree or professional certification, such an employee is eligible for 80% support to a maximum set in Table 2. Such an employee would not be eligible to apply for any additional funds that fiscal year. Faculty employees who apply for credential funding cannot apply for general funding within the same fiscal year if his/her application is successful.

Group Professional Development (.6 Common Fund)

Approved group applications for PD activities carried out within or across CNC campus communities will be reimbursed for 100% of the costs of the PD activity. Where there is an individual tuition or registration fee associated with a group PD activity such a fee will form a portion of the overall maximums available to a faculty employee per year.

Group applications must have a designated contact person who will be responsible for the application process, documenting expenditures and reporting on the activities.

Replacement Costs PD Activities (.6 Common Fund)

Full time and Sessional faculty are able to apply to the 0.6 PD Fund for short term replacement costs to support PD activities. Such applications will be held until March 1 of year at which time they can be considered along with other applications providing there are unallocated funds available to accommodate all or part of the request.

The faculty member is responsible for making arrangements with his/her Dean or Director to address the need to cover classes in accordance with the Collective Agreement. The release time form or leave form must accompany the initial application for PD support.

One Hundred percent (100%) of the replacement costs for approved release time will be fully covered from within a Faculty member's annual PD fund allotment.

Eighty percent (80%) of the PD activity (inclusive of replacement costs when available) will be covered up to the Faculty member's annual PD Fund allotment.

Faculty members applying for replacement costs are responsible for submitting the following documents with their initial application:

- A completed replacement cost form including the signature of his/her Dean or Director.
- The calculated costs of the replacement.
- The appropriate PD Application (General, Credentials, Group).

General Professional Development – 0.8% (Local Fund)

Examples of activities and expenses that may be supported through .8 PD Funds (Local Fund) include, but are not limited to:

- The costs associated with conducting research.
- Professional fees and memberships where such fees are not a requirement of a faculty employees' position.

Expenses towards attending courses, conferences, workshops, and industry-based or speciality training of four months or less in duration normally are supported by the .8 (Local) Fund, but if a credential is earned, application may be supported by the .6 (Common) Fund. The Chair of the PDC should be consulted to clarify individual cases and questions.

Professional Development activities that do not fall into categories supported by the .6 Common Fund may be supported by the .8 Local fund. It is the individual faculty member's responsibility to initiate application to fund, according to the support levels specified in Table 2.

Funding

Sessional and non-regular part-time employees, including those on the NRSL must apply for funds during their contract and use the funds within 9 months after the completion of their contract or by the end of the fiscal year, March 31 (whichever is longer).

Those who apply for and receive the maximum funds for the year may be eligible for and therefore may apply for additional funds on the PD application form. Such requests will be considered at the end of the fiscal year. The additional maximum will be \$2000, \$1350 and \$1000 respectively. It is the responsibility of the applicant to request, in writing, the additional funds.

Table 2 - Status/Activity, Maximums and Supporting Material Levels:

Status/Activity	Level of PD Funding	Maximum Amount of PD Funding
Regular Full Time Regular Part Time Sessional	80%	\$3,000
NRSL Part Time	80 %	\$2,000
Part Time	60%	\$1,500
Group	100%	Where there is a fee per individual employee in the group, the fee forms a portion of the employee's annual allotment.
Credential Full Time Regular Part Time Regular	80%	\$6,000
Credential NRSL Part Time*	80%	\$4,000

*Applications from Non-Regular Seniority List (NRSL) part-time faculty employees for a credential activity shall be held for review until March 1 of each year at which they can be considered along with other applications if unallocated funding is remaining for that fiscal year.

Procedures

Upon receipt of an individual application the PD Committee Secretary verifies the applicant's last PD funding claim and amount.

The PDC meets shortly after the deadline for each period to consider applications. A quorum is three members of the PD Committee, as long as both parties are represented.

The Professional Development Committee will recommend the adjudicated applications to "the 0.6 Fund" to the Vice President Academic or designate who is responsible for the final approval of the applications. The Vice President Academic or designate will respond to the Committee with his/her decision not later than ten (10) working days from receipt of the Committee's recommendation for each application, and whenever possible will have received any further information requested. When further information is requested, the parties will develop an appropriate timeline for conclusion.

For clarity, it is understood that all 0.6 fund adjudicated application reports – i.e. those supported and those not supported by the PDC are to be sent to the Vice President Academic or designate for a final decision.

Approved applications are recorded by the Treasurer. The Secretary or designate notifies applicants. Decisions and summary reports will collectively form the basis of the PD Committee Year-end report and financial statement which will be filed in the CNC Archives.

Information about applicants submitted in connection with applications and distributed to PD Committee members will be returned to the Chairperson when decisions have been made.

A master copy will be kept by the PD Committee Secretary. All other copies will be destroyed.

Travel and Expenses for Successful Applicants

Cash advances must be requested on the PD Application Form. The Accounts Payable system at CNC requires at least two weeks to process cash advances once an application has been received in Accounts Payable.

All travel and related expenses and claims for such expenses must be claimed on the PD Application Form

http://www.cnc.bc.ca/Working/Human_Resources/Training_and_PD.htm

CNC employees are eligible for BC Government rates for hotels, car rentals etc. Such rates should be sought whenever possible. Information is available at (<http://pss.gov.bc.ca/psb/travel/employee-travel-and-vehicle-rental.html>).

Professional Development Activity Expense Submissions

Within 30 days of completion of the PD activity the applicant is required to notify the PD Committee in writing of the completion of the activity in accordance with the guidelines for such reporting. If the activity has not been completed successfully, the applicant is required to provide a detailed explanation to the PD Committee.

All applicants must provide the actual costs of the PD activity on the PD Application Form and provide this to the PD Committee upon the completion of the PD activity. All expenses must be supported by original documentation. Unsupported expense claims and claims not supported by original documentation are not paid. Expense claims will not be considered by the PDC unless accompanied by the final report.

The final payment is logged by the secretary of the PD Committee.

Claims exceeding the original amount applied for may be limited to an additional amount of up to 10% more than the original amount requested. Where funds are available at the end of the year the PD Committee, at its discretion, may agree to pay the full amount of the claim. However, no amount can be paid that is above the maximum dollar amounts and maximum percentages of the overall cost of the PD activity, as set out elsewhere in these guidelines.

Professional Development Activity Reporting

General

Each recipient who has been granted funding for a PD activity is responsible for the submission of a report of the activity using the guidelines for such reporting as provided below. Only complete and professionally presented reports which follow the reporting guidelines will be accepted.

The purpose of the report is to:

- share knowledge gained from PD activities with colleagues;
- provide professional accountability in confirming the validity of the PD activity; and
- provide a model for PD activity which colleagues may adapt for their own PD proposals.

Collectively, these reports will form the basis of the PD Committee Year-end report and financial statement which will be filed in the CNC Archives.

For the purposes of distribution, each project in the PD Committee summary report will be assigned a file number.

The applicant will submit a final report to the PD Committee within thirty days after the completion of his/her project or by September 30 for projects completed between June 1 and August 31. Attached to this report will be all original documents which are necessary to demonstrate completion of the project (originals not required for the purpose of the applicant's financial statement will be returned to the applicant if requested).

The PDC reserves the right to request further reasonable documentation.

The applicant will report immediately to the PDC any material changes or difficulties to his/her project. The PDC reserves the right to alter the terms of the project if it deems such changes to be appropriate in the circumstances.

The applicant will report to the PD Committee any periods of illness which interfere with the expected execution of his/her project. The PD Committee reserves the right to alter the terms of the project if it deems such changes to be appropriate in the circumstances.

Non-Completion of Approved PD Activities

The PDC reserves the right, at any time, to alter the amount of funds allocated to a PD activity if the activity is not or will not be completed or is altered in a non-approved manner.

Under such circumstances, the successful applicant will be required to repay to the College of New Caledonia an amount equal to all or part of his/her PD funds if the applicant does not carry out the project for which he/she was granted funds by the PD Committee.

Cash advances that are provided to the faculty employee by the College must be returned to the College through the PDC in the event that the PD activity is not carried out or in the event that the amount of the advance exceeds the amount of PD funds approved by the PDC where the PD activity is altered or it is not completed satisfactorily.

Report Format

In general, the report will be one to three pages in length (excluding appendices) and will include the following:

1. Summary: This will be a brief overview of the main components of the PD activity and the highlights of the results.
2. Body of the report: This should include:
 - A critical review of major components of the PD activity, detailing both positive and negative aspects re professional growth; and

- A personal narrative of the PD experience, including personal and professional impact on the participant and discussion of new capabilities and insights.

The body of the report may also include:

- Tangible outcomes of benefit to the individual or the College (e.g.: publications/software). (For copyright and intellectual property provisions see Article 5 of the Common Agreement).
- Intangible outcomes that are of benefit to the individual, with projected contribution to College programs.
- Recommendations re: efficacy of components of the PD activity for future applicants, resource people, resource acquisitions.
- Plan of follow-up activities (other than this report) to share benefits of the PD activity with colleagues.

3. Documentation (i.e. appendices, as appropriate). For example:

- Course-related: Copies of course descriptions, transcripts, certificates, abstract of main paper.
- Project/work-related: Copies of abstracts or description of tangible products or findings, project/work terms of reference, testimonial letters.

Failure to File a Satisfactory Report:

Failure to file a satisfactory report with the PDC will result in non-payment of the balance of the PD funds and immediate rejection of any and all further applications for funding to the PDC, until such time that the report is filed with an explanation satisfactory to the PDC. Any outstanding funds payable are forfeited after 90 days. Such failures will appear in the year-end report of the PDC. PD reports must be submitted in order to be eligible for future PD funds.

Appeals

In the event that an applicant is denied funding, the applicant may appeal the decision of the PD Committee.

Appeals Committee

The Appeals Committee of the PD Committee will be structured on an ad hoc basis, where cases will be adjudicated as they arise.

Each PD Fund Appeals Committee, for each case, should consist of a minimum of two faculty employees and two administrators appointed by the parties, all of whom must be from an educational area other than that of the applicant.

Appeals Committee Procedures

- Written notice of appeal is filed with the PDC within 10 days of notification of initial decision.
- The Vice-Chair of the PD Committee or designate strikes the Appeals Committee, notifying both the PD Committee and the appellant of the composition of the Committee.
- The Appeals Committee shall meet within 10 working days of the filing of a written appeal of a PD Committee funding decision. There is a recognized degree of urgency, in view of the relatively short notice or deadlines associated with various endeavours.
- The Committee will hear arguments from both the PD Committee and the appellant, arrive at a decision regarding the appeal and communicate the decision and reasons in writing to both the PD Committee and the appellant.

The PD Committee agrees to accept the decision of the Appeals Committee in each respective case. Following a decision, the Vice-Chair of the PD Committee or designate will instruct the Appeals Committee to stand down.

For each appeal involving the 0.6 Fund, the Appeal Committee's written decision and reasons for upholding or rejecting an appeal shall be submitted to the Vice President Academic or designate. The written submission from the Appeals Committee will be included as an appendix to the PD Committee's report.

Professional Development Committee

Membership

The PDC is a joint committee with representation nominated by the Board and nominated by the Faculty Association as described in section 13.4.2 of the collective agreement.

The PD Committee is empowered to establish its own size and structure subject to Article 13.1.3 of the Collective Agreement (equal representation).

Selection of Officers – Procedures

The PDC will select a chair from the Faculty Association representatives to the PDC. The PDC will also select a Secretary, Treasurer and Vice-Chair.

In the event that the Chair is incapable of discharging such financial "signing authority" duties as are necessary, both the College Board and the Faculty Association shall be notified by the PDC Secretary as instructed by the PC. The PDC will then select a

replacement member to Chair the PDC. Such a replacement will be a Faculty Association nominee to the Committee.

Terms of Reference

- Process all applications for the Local PD Fund as defined under Articles 13.2.3 and 13.6.4 of the collective agreement and all applications for the Common PD Fund pursuant to LOU Implementation of Article 16 – Common Faculty Professional Development Fund.
- Develop and recommend new or changed guidelines related to the PD Fund.
- Develop and implement standard forms and memos for PDC and Applicant use.
- Generate summaries/annual reports.
- Instruct the PDC Treasurer for the disbursement of funds through the CNC Accounts Payable system.

Procedure

- Meet as necessary to consider applications for PD Fund approval.
- Forward notice of decisions to applicants and commitments of PD Funds to Accounts Payable with instructions to Accounts Payable to disburse PD Funds.

While all members of the PDC are voting members, normally the decisions of the Committee will be made by consensus. The Chair of the PDC is a non-voting Chair, unless the PDC has a tied vote. The Chair then has the deciding vote.

Chair

- Calls all meetings of the Committee as a whole.
- Prepares agendas.
- Receives correspondence.
- Sole Committee voice regarding award details.
- In the event of unavailability:
 - a) appoints a member of the PD Committee to speak for the PD Committee, regarding award details, for that occasion, only.
 - b) appoints, in writing, a member of the PD Committee to sign any and all financial documents related to the PD Funds.
- Liaises with Accounts Payable regarding the PD Fund.
- Is one of two signatories (instructed by PD Committee) for instructions to Accounts Payable for the disbursement of PD Funds through the CNC Accounts Payable system. The second signatory shall be the PD Committee Treasurer or appointed designate.
- Other duties, as assigned by the PD Committee.

Vice-Chair

- Acts as chair in absence of chair
- Manages the activity of PD Committee Appeals Committee
- Other duties, as assigned by the PD Committee.

Secretary

- Prepares minutes of meetings, reflecting discussion, motions and decisions.
- Oversees maintenance of Committee documents and policies related to awards, files related to each application, historical files and forms for PD Committee and applicant use.
- Responsible for preparation of award notifications at the instruction of the PD Committee.
- Prepares report for CNC Archives.
- Maintains Master Files on behalf of the PD Committee.

Treasurer

- Periodically reports on the use of PD Funds.
- One of the two signatories for disbursement of PD Funds through the College Accounts Payable system.
- Informs the PD Committee regarding the status of the fund, reporting to the PD Committee on accounts of committed and expended funds.
- Uses an internal accounting process which conforms to normal accounting practices.
- Liaise as required with internal and external agencies on status of PD funds.

Appendices

Appendix A - Collective Agreement Provisions Regarding the Professional Development Committee and Administration of the 0.8% PD Fund

- 10.18.3 Since professional development needs vary greatly between individuals and disciplines, faculty shall be expected to identify and act upon their own professional development needs. A faculty employee may be required by his/her Dean/Director/Regional Director to submit a written proposal for approval regarding his/her professional development activities by a date determined by the appropriate Dean/Director/Regional Director. The faculty employee shall be notified of such approval as soon as possible after the date of the request but in any event within one (1) month of the date determined for submission. The schedule may be changed thereafter at the request of the employee if acceptable to the Dean/Director/Regional Director or Vice President concerned. No reasonable request shall be refused. If the faculty employee has not submitted and had approved a schedule for his/her professional development activities within one (1) month of the date determined for submission, the College reserves the right to schedule the times for outstanding professional development entitlement. Professional development beyond that specified in this Agreement or in the initial letter of appointment shall not be a condition of employment.

13. PROFESSIONAL DEVELOPMENT FUNDING

- 13.1 Professional Development Funds
- 13.1.1 To support professional development activities the College shall budget annually for professional development in the following manner:
- a. A Professional Development Fund (PDF) shall be established to support professional development activities as defined in 13.2. The PDF is a continuing fund and any unallocated funds shall carry over to the next budget year.

- b. At the beginning of each fiscal year (April 1), the Board shall place in the Professional Development Fund the following amounts:
 - i. 0.8% of the total faculty salary for the previous budget year.
 - ii. funds necessary to cover the salary and benefits, as specified in this agreement, of 54 person-months of educational leave calculated at 60% of top of scale of the full-time and regular faculty salary scale (Schedule A).
- c. The value of the Professional Development Fund shall be the sum of the annual contribution (13.1.1b) and the unallocated funds (13.1.1a) from the previous year(s) less dispersals to date.
- d. The value of the Education Leave Allocation shall be the sum of the annual contribution (13.1.1.b.ii) and 5% of the unallocated educational leave funds from the previous year (13.2.2).

13.1.2 Nothing in this Agreement prevents the College from funding professional development activities in addition to those activities supported through the Professional Development Fund (13.1.1)

13.2 Classification of Professional Development

13.2.1 There shall be two (2) categories of professional development supported by the Professional Development Fund: educational leaves and short term professional development activities as defined in 13.2.2 and 13.2.3.

13.2.2 Educational leave is a period of subsidized leave enabling a regular faculty employee to be freed from regular responsibilities and to be provided with sufficient resources to enable him/her to pursue educational or professional development recognized as beneficial to the College. Proposed educational leave activities must bear a relationship to the faculty employee's teaching duties at the College. Proposals should fall into one or a combination of the following categories:

- a. Directed study through an educational institution (such study need not lead to a degree, certificate, etc.);
- b. Teaching at another institution;
- c. Directed research at an educational institution, research body, governmental body, etc.;
- d. Employment in related area;
- e. Independent study.

13.2.3 Short term professional development activities are activities that enhance present skills and knowledge, adapt to new work methods, and prepare for career advancements within the College and any other activities acceptable to the Professional Development Committee subject to 13.6 and 13.4.2.

13.3 Allocation of Professional Development Funds

13.3.1 The funds specified in 13.1.1(b)(ii) (i.e. 54 person-months calculated at 60% of top of scale of the full-time and regular faculty salary schedule) of the Professional Development Fund are to be allocated for the purpose of educational leaves as defined in 13.2.2. The intent of the parties is that the full Educational Leave entitlement shall be used each year. However, in the event that this does not occur, the parties agree that a maximum of 5% of the Educational Leave allocation may be

carried forward to the next budget year as Educational Leave allocation. The balance of the PDF is to be allocated for short term professional development as defined in 13.2.3.

13.4 Committees

13.4.1 The Educational Leave Committee is a committee of the Faculty Association elected according to the Constitution and By-laws of the Faculty Association. The Educational Leave Committee carries out those functions described in 13.5.

- 13.4.2 The Professional Development Committee is a joint committee of the Faculty Association and the College consisting of an equal number of members selected by each party. The Professional Development Committee carries out those functions described in 13.6.
- a. The Professional Development Committee (PDC) shall consist of a minimum of six (6) people; three (3) nominated by the Board and three (3) nominated by the Faculty Association.
 - b. The Professional Development Committee (hereinafter referred to as the "PDC") is empowered to establish its own size and structure subject to 13.4.2.a. The Faculty Association and the Board will nominate their own representatives. Should the size be increased, equal representation shall be maintained.
 - c. The PDC is responsible for maintaining operating procedures and policies for the management of the Professional Development Fund (PDF) established in 13.1.1.b. and the distribution of such funds. Such procedures and policies are subject to the terms of the Collective Agreement and must contain provisions addressing the following:
 - i. establishment of the positions of Chairperson, Vice-Chairperson, Treasurer and other officers and positions as deemed necessary. The Chairperson will be a member of the Faculty Association;
 - ii. a list of responsibilities and duties of the officers of the PDC;
 - iii. procedures for filling officers' positions;
 - iv. policies establishing types of activities that are considered short term professional development activities subject to 13.2.3;
 - v. policies addressing eligibility for participating in professional development activities funded by the PDF;
 - vi. policies for allocation and distribution of the PDF;

- vii. procedures for receiving and approving applications for professional development funds and a procedure to provide for the disbursement of the PDF through the College accounts payable system;
 - viii. procedures for periodic reporting on the use of professional development funds;
 - ix. a procedure for producing a year-end report;
 - x. procedures for reviewing and changing PDC operating procedures and policies and a procedure for reporting procedures and policies to the Board and the Faculty Association.
- d. The PDC shall operate with a fiscal year beginning April 1 of each year.
 - e. The PDC shall publish its operating policies and procedures no less than annually.

13.6 Procedures for Short -Term Professional Development Activities

- 13.6.1 The Board shall advise the Professional Development Committee of the amount of funds to be available for short term professional development activities as determined by 13.2 and 13.3.1 no later than April 1 for the period of one year following. The PDC shall have the authority to approve dispersal of such funds in accordance with normal College accounting practices subject to 13.6.2, 13.6.3 and 13.6.4.
- 13.6.2 The Professional Development Committee has the responsibility of preparing guidelines for the disbursement of short term professional development activity funds, receiving faculty employees' applications for the use of such funds, and approving the disbursement of such funds. Such guidelines shall contain reasonable timelines for the approval and dispersal of such funds subject to 13.6.3 and 13.6.4, shall require that the faculty employee contribute no less than ten percent (10%) of the cost of a short term professional development activity, shall require that faculty employees report on activities and provide statements of expenses, and shall include an internal accounting process which conforms to normal accounting practices.

- 13.6.3 All faculty employees may apply to the Professional Development Committee (PDC) for funds to pursue short term professional development activities.
- 13.6.4 Short-term professional development funds shall be used for, but not be limited to, such activities as attending courses and conferences, travel expenses, and other activities acceptable to the PDC. Such funds are not to be used for articulation expenses, replacement costs of faculty on approved professional development time, or regular College business, or for training or education required rather than authorized or recommended by the College.
- 13.6.5 The PDC is accountable to the Board and Faculty Association. A year-end financial summary and a copy of the annual College audit shall be provided to both parties. Either party has the right to request periodic financial statements and details of short term professional development activities funded.

Appendix B – Article 16 Common Faculty Professional Development Fund (.06% Fund) and Letter of Understanding Re: Implementation of Common Agreement Article 16 – Common Faculty Professional Development Fund

ARTICLE 16 - COMMON FACULTY PROFESSIONAL DEVELOPMENT FUND

16.1 Purpose

16.1.1 The Common Faculty Professional Development Fund (“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.

16.2 Process

16.2.1 The local parties will mutually agree on a process and criteria for the review and adjudication of employee applications to the Fund. The process will include the recommendation of adjudicated applications to the applicable senior administrator. The senior administrator is responsible for the final approval of applications.

16.3 **Fund**

16.3.1 The Fund will be set at point six of one percent (0.6%) of faculty salary for each institution.

16.3.2 Any monies in the Fund not spent at the end of any fiscal year shall be retained by the employer.

**Letter of Understanding
Between
The College of New Caledonia (CNC)
And
The Faculty Association of CNC (FACNC)**

RE: Implementation of Common Agreement Article 16 – Common Faculty Professional Development Fund

Whereas the 2012-2014 CNC-FACNC Collective Agreement is comprised of the 2012-2014 Common Agreement and the 2012-2014 Local Agreement; and

Whereas Article 13 of the Local Agreement provides for a Professional Development Fund (“the 0.8 Fund”) that encompasses both a Professional Development Fund and an Education Leave Allocation; and outlines a process for the administration of Professional Development Fund; and

Whereas the 2012-2014 Common Agreement contains Article 16 Common Faculty Professional Development Fund (“the 0.6 Fund”); and

Whereas Article 16 of the Common Agreement stipulates that the parties will mutually agree on a process and criteria for the review and adjudication of employee applications to “the 0.6 Fund”;

The parties agree that:

1. The 0.8 Professional Development Fund in the Local Agreement Article 13 and the 0.6 Professional Development Fund in the Common Agreement Article 16 are two separate funds to be administered consistent with the terms of the respective Articles.
2. The 0.8 Professional Development Fund (“the 0.8 Fund”) will continue to operate as per Article 13 of the Local Agreement.
3. The 0.6 Common Faculty Professional Development Fund (“the 0.6 Fund”) will operate as per Article 16 of the Common Agreement and the mutually developed local process and criteria guidelines.
4. The Professional Development Committee will have responsibility for the administration of “the 0.8 Fund” and “the 0.6 Fund”.
5. The Professional Development Committee will administer the “0.6 Fund” as per Article 16 in the Common Agreement, including the preparation of applicable process and criteria guidelines. The parties agree that The Professional Development Committee Guidelines of March 2010 need to be revised to be in compliance with Article 16 of the Common Agreement which stipulates in Article 16.2.1 that “the local parties will mutually agree on a process and criteria for the review and adjudication of employee applications to “the 0.6 Fund”.
6. The Professional Development Committee will draft the process and criteria guidelines for the review and adjudication of employee applications to the “0.6 Fund” subject to the mutual agreement of the parties to the Collective Agreement. The revised process and criteria shall be submitted for approval by October 10, 2014 for a decision by October 17, 2014.

7. The Professional Development Committee will recommend the adjudicated applications to “the 0.6 Fund” to the Vice President Academic or designate who is responsible for the final approval of the applications. The Vice President Academic or designate will respond to the Committee with his/her decision not later than ten (10) working days from receipt of the Committee’s recommendation for each application, and whenever possible will have received any further information requested. When further information is requested, the parties will develop an appropriate timeline for conclusion.

Agreed this 27th day of August, 2014

College of New Caledonia



Faculty Association of the College of New Caledonia



Appendix C – Faculty Employee Professional Development Fund Application

- 1. Faculty Professional Development Fund: General Application**
- 2. Faculty Professional Development Fund: Credentials Application**
- 3. Faculty Professional Development Fund: Group Application**
- 4. Faculty Professional Development Fund: Release Time Application**
- 5. Faculty Professional Development Fund: Support Materials....(needs development)**