



## Professional Development Fund Guidelines

Winter 2018

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## OVERVIEW:

### COLLECTIVE AGREEMENT

The PD Fund is established under Clause 10.02 of the Local Agreement and Article 16 of the Common Agreement. PD funds are intended to support those activities that aid faculty in the process of growing in **professional competence**. As these funds are not considered a taxable benefit, they cannot be used toward personal development activities. If you are unclear about whether your activity is considered personal or professional development, contact the PD Committee representative for your school, the PD Chair, or the CCFA Office.

When planning a PD program, faculty should be aware of the Local Agreement provisions that relate to faculty development - Clause 10.01 - 10.03. Be aware that activities approved as part of an SD proposal are not automatically approved for funding through the PD Committee; nor does approval for funding by the PD Committee ensure College Administration will approve a leave. These are separate matters.

### PROFESSIONAL DEVELOPMENT COMMITTEE:

The PD Committee is a joint committee chaired by a member of the CCFA Executive. Please refer to the Local Agreement, Appendix A for the makeup of the Committee. If you are interested in serving on this committee, please inform your Dean or Director. Representatives will be selected in joint consultation with the Chair of the Committee and the Dean or Director.

## MEETING DATES:

The PD Committee meets bi-weekly from September through June and usually once during the summer to consider applications for Short Term and In-House activities. The Committee meets once per year (usually in February) to consider Long Term applications. Click [here](#) for up-to-date information on meeting dates.

## GENERAL GUIDELINES:

1. PD funds are public funds and subject to Taxpayer Accountability Principles; faculty are expected to economize and travel costs will be reimbursed at the most economical rate.
2. Support will be provided only for activities that relate to the individual's current and potential **roles** and **responsibilities** at the college. The activities should benefit both the individual and the college.
3. Funds are limited and applications will be prioritized based on the date they are received in the CCFA Office.
4. Incomplete and handwritten applications will be returned to the applicant by the CCFA office.
5. When an activity is clearly a College or departmental requirement (e.g. Articulation meetings), costs are the responsibility of the School or Department and will not be covered by the PD Fund.

## CAMOSUN CREDIT COURSES:

The fees for Camosun credit courses may be waived for faculty if supported by the Dean. Please refer to Clause 17.01 of the Local Agreement for details.

## TUITION AND TAX INFORMATION:

Faculty receiving funds for tuition should check CRA rules before filing their taxes. Normally, tuition paid for by the fund may not be claimed for income tax purposes.

## ELIGIBLE TRAVEL EXPENSES:

1. Eligible travel expenses include: reasonable transportation costs, accommodation (Government and Conference rates recommended), meals and incidentals **not** covered by your activity. Please refer to the Camosun College Travel Policy for more information.
2. Depending on the location, start time, and end time of your activity, you may apply for accommodation for the night prior to your activity, the nights during and the night it ends. Any additional nights are your responsibility. If you are unsure please check with Peg Ford ([fordp@camosun.bc.ca](mailto:fordp@camosun.bc.ca)) or Autumn Frimann ([frimanna@camosun.bc.ca](mailto:frimanna@camosun.bc.ca)) in the CCFA office (Young 221 or 250-370-3655).
3. If you are requesting something out of the ordinary (e.g. car rental vs. taxi, driving vs. flying) please provide a clear rationale for this exception.

**NOT ELIGIBLE:** Please note: the following expenses are **not eligible** for funding:

1. Mileage, meals, incidentals or accommodation for activities within Greater Victoria
2. Gala dinners or social pre-conference activities and their associated costs
3. Personal Expenses (such as)
  - Passports and related expenses
  - Immunizations
  - Travel medical insurance
  - Criminal records checks
  - Driver Licensing
  - Deferral charges for degree programs
  - Seat selection and travel insurance
  - Other forms of insurance
4. Computer Hardware
5. Activities that are clearly a College or departmental requirement (ie. Articulation Meetings)

## FORMS

### SHORT TERM:

- [Conferences Courses Workshops within North America](#)
- [Conferences Courses Workshops outside North America](#)
- [Self-Directed Activities within North America](#)
- [Self-Directed Activities outside North America](#)
- [Digital or Print Materials/Subscriptions and Publications](#)
- [Professional Memberships](#)

### IN HOUSE:

- [In-House](#)
- [Pre-Approved In-House](#)

### LONG TERM:

- [Long Term Application within North America](#)
- [Long Term Application outside North America](#)

## FUNDING TYPES:

### SHORT TERM

Short Term funds are allocated to support faculty for activities that cost \$3000.00 or less and are normally less than two months in duration.

The PD Committee considers these applications at their regular bi-weekly meetings.

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#### ELIGIBILITY AND FUNDING LIMITS FOR SHORT TERM:

- Continuing faculty: Up to \$3000
- Term faculty: Up to \$3000 pro-rated to reflect annualized workload.

Please note:

- There is no guaranteed personal allocation for PD funding.
- Term faculty must be employed while the activity is taking place. Exceptions may be made with confirmation from the Chair of prospective employment.
- Faculty receiving Long Term Funding will not be eligible for Short Term Funding during the same fiscal period (April 1 – March 31).

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#### FUNDING PERIODS:

- In order to ensure that faculty have access to funds for activities throughout the year, funds are divided among the following quarters. The activity start date dictates the funding period. There are no carry forwards from previous fiscal years allowed.
- Q1: April 1 – June 30
- Q2: July 1 – September 30
- Q3: October 1 – December 31
- Q4: January 1 – March 31

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#### THE APPLICATION PROCESS FOR SHORT TERM

You must allow sufficient time for completing the application process. It is strongly recommended that you begin this process a **minimum of one month prior to the start date** of your activity (**six weeks** if you are applying for an international location) to provide your Chair, your Dean and the Committee time to review your application.

All applications **MUST** be on the most current CCFA form and must include the following:

- A clear and thorough rationale for the activity, including how it will enhance your professional development specifically related to your current or potential role at the College.
- Hard copies of supporting documents: i.e. conference brochure and schedule with costs and dates clearly highlighted. If documentation is currently unavailable, please indicate why. (You will be expected to provide documentation when it is available.)
- If you are travelling outside of Victoria: a clear and thorough rationale identifying the unique attributes of the activity location.

- If you are travelling internationally, explain why you chose this international activity and international location. Provide information about why you are seeking support for this particular location rather than a location with a comparable activity in Canada or the United States.
- If your activity involves travel outside of Victoria or international travel: Travel Pre-Approval Authorization signed by your Dean and Chair. The CCFA office will subsequently obtain VP signatures for travel outside of Canada.
- If you are adding personal travel to your activity: an estimate of travel costs for your activity dates as well as the estimate for your planned travel time. (Travel will be reimbursed at the most economical rate.)
- For self-directed research activities: a detailed itinerary including contact information and documented confirmation of any arranged meetings or visits.
- For research projects involving human subjects: separate approval from the Research Ethics Board.
- Chair's signature
- Dean's signature

**Please note:**

- Applications received **after the end** of the fiscal year (March 31) will not be considered.
- Applications received shortly after the start of an activity will be considered; however, final approval may be held until the **end of the fiscal year** (March 31) pending available funding. If an application is received after the start of an activity, the applicant must include a valid reason for this late application.
- If your application is for an activity related to a potential role at the College, it is recommended that you consult the receiving department prior to applying.
- For US Destinations, per diems will be reimbursed using the College US exchange rate for the travel period.
- For International Travel per diems, click here.

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT BY THE CCFA OFFICE.**



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## ELIGIBLE SHORT TERM ACTIVITIES & FORMS

### **Conferences**

#### **University, College or other Courses**

#### **Workshops or Seminars**

#### **Approved Faculty Exchanges**

- ST Conferences North America 2017
- ST Conferences International 2017

### **Digital or Printed Materials &/Or**

**Subscriptions** (to a maximum of 20% of the applicants allowable funding)

- ST Publications 2017
- Important Information specific to printed materials and subscriptions

**Professional Fees (excluding memberships under section 10.04 of the Common Agreement.)**

- ST Professional Memberships 2017
- Important information specific to professional memberships

### **Self-Directed Activities (such as research, museum visits, etc)**

- ST Self Directed North America 2017
- ST Self Directed International 2017
- Important information specific to self-directed activities

### **Research for a new field school (1 time only)**

- ST Self Directed International 2017

### **Field Schools –**

#### **Travel and Expenses for one additional faculty member to shadow the lead**

- ST Self Directed International 2017

(please note: applications related to field schools are the same as for self-directed activities.)

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## DIGITAL OR PRINTED MATERIALS AND SUBSCRIPTIONS

In general, the Committee will only support the purchase of materials **not** available in the Camosun Library. It is recommended that you contact the Library before you apply. Please provide a clear rationale for exceptions.

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## PROFESSIONAL MEMBERSHIPS

The Committee will support applications for membership in a professional association provided the membership is not a condition of employment. Please consult the Local Agreement, Clause 10.04 before you apply. Your application should include a detailed description of how the membership will contribute to your professional development.

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## SELF-DIRECTED ACTIVITIES

If you are planning a self-directed research activity, your application must include:

- A clear rationale including intended outcomes.
- A detailed itinerary outlining dates, locations, and activities.
- Documented confirmation of any meetings you have arranged including contact information.
- Rationale for the location if not local (i.e. Why do you need to travel vs. doing this research on-line?)

- Approval from the Research Ethics Board, if applicable.

## LONG TERM:

Long term funds are allocated to support faculty for activities which are normally longer than two months in duration and cost more than \$3000.00. Faculty members may apply for **activity costs** to a maximum of \$22,500 OR a 20% annualized **release** from their regular work at the college.

The amount of annualized release varies depending on the faculty member's placement on the salary scale and the year. For example, for a faculty member at the top of the scale for 2017, the amount is \$22,307.

Applications are due on the last Friday of January, and the PD Committee meets in February to review these applications.

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## ELIGIBILITY AND FUNDING LIMITS

- **Continuing** faculty who have been employed at the College for longer than two years AND who have not accessed Long Term funding in the past five years.
- Faculty will be funded for a maximum of five years for Long Term PD projects.

Please note:

- Faculty receiving Long Term Funding will not be eligible for Short Term Funding during the same fiscal period (April 1 – March 31).

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## FUNDING PERIOD:

Long term funds are granted for activities falling within the College fiscal year (April 1 – March 31). Unused approved funds cannot be carried forward.

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## APPLICATION DEADLINE:

Applications for Long Term PD for the next fiscal year are due at **NOON** on the last Friday of January. **Late applications will not be considered.**

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## APPROVAL PRIORITY:

In the event that the total amount requested exceeds budgeted funds, applications will be prioritized on the following basis:

1. Applications for on-going, previously approved Long Term activities.
2. Applications for new Long Term activities who have not previously received Long Term Funding.
3. Applications for new Long Term activities from applicants who have previously received Long Term Funding.
4. Seniority (if all other factors are equal).

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## FUNDING RESTRICTIONS

In the interests of fairness, equity, and support for all long-term applicants (which can vary greatly each year), the PD Committee will use the following as guiding principles in allocating funds.

- Should the demand for funds exceed the amount available, applicants may be approved for a portion of their funding request.
- Funding levels are determined by the budget allocated and the number of applicants for that particular year.
- Not all applications will necessarily be supported. Please see the criteria below for Year 1 applications.
- Approval for funding in one fiscal year does not guarantee funding for subsequent years.
- Faculty members will be funded to a maximum of five years per activity.
- Faculty receiving Long Term Funding will not be eligible for Short Term Funding during the same period (April 1 – March 31).
- Any faculty member funded for Long Term PD must remain in the active employ of the College after completion of the activity for a period equal to the funding period. Failure to comply will require repayment of funds on a pro-rated basis.

### Application Process

You must allow sufficient time for completing the application process, including giving your Chair and Dean time to review the application and write letters of support. It is recommended that you give them at least one month notice to ensure that your application is complete prior to the due date.

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### YEAR 1 APPLICATIONS:

New applications should include the following, in the following order, corner stapled (DO NOT submit binders, folders or bound material).

- Completed Long Term PD Application.
- A clear and thorough rationale for the activity, including how it will enhance your professional development, specifically related to your current or potential role(s) at the College.
- A clear and thorough rationale for the location of the activity. For example, if you plan to study abroad, provide a rationale for the international activity over a domestic one.
- A detailed plan for the activity, annualized if the activity spans multiple years, and indicating which year the application relates to.
- Copies of supporting documents such as brochures, calendars, proof of application, costs, etc.
- Letter from the Chair (please advise if YOU are the department Chair) that states how the activity relates to your role and responsibilities at the College and the benefits for both you and the College.
- Letter from the Dean/Director that states how the activity relates to your role and responsibilities at the College and the benefits for both you and the College.

- The Committee expects that the activity should be well researched with a realistic plan that you are committed to completing. Please note that the PD Committee works with a limited amount of funds to spread among applicants. Therefore, it is very important that applications be considered within this context.

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### SUBSEQUENT YEAR APPLICATIONS:

- Completed Long Term PD Application.
- A summary of the activities completed to date and what remains to be done.
- A summary of how your long-term activity work is informing your professional practice.
- Applicants must provide evidence that the overall project is proceeding satisfactorily towards successful completion (e.g. transcripts or a letter from a thesis supervisor)
- Changes to the original activity. Applicants should provide a rationale for any substantial change(s) to their original application.

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### BUDGET GUIDELINES:

- The plan and budget should refer to the fiscal year for the current application. Applicants should also include a budget estimate for all years in the plan. For example, if you are applying to do a four year program, estimate costs for each year of the program.
- Faculty may apply for EITHER activity costs, or Salary replacement, but not BOTH.
- Should you plan to apply for Salary Replacement, you may apply for the equivalent of a 20% annual leave. This leave can be taken in many different forms, but cannot exceed the equivalent of 20% of full time work. Should you plan to apply for salary replacement, it is your responsibility to review clause 10.01 of the Local Agreement so that you are aware of the financial and any other implications of taking a leave.
- Should you plan to apply for activity costs, the amount will be to a maximum of \$22,500. There is an expectation that you will cover a minimum of 10% from your personal resources. The use of SD and Vacation time are not considered a part of your personal contribution.
- The following items **may** be considered as 'activity costs':
  - Tuition costs
  - Travel and Accommodation Expenses
  - Costs associated with the activity such as fees, materials, textbooks (EXCLUDING internet and computers)

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### LONG TERM APPLICATION FORMS

- Long Term Application within North America
- Long Term Application outside North America

### IN-HOUSE

A portion of PD funds is allocated to support In-House activities, including Pre-Approved In-House PD. Activities considered will be those which enable “the process of growing in professional competence” for faculty members. Funding of In-House activities will be for faculty professional development only, and

will usually take the form of inter-departmental workshops open to interested faculty. The Committee is open to suggestions.

In-House activities should be available to a broad audience and will be considered in relation to the number of faculty members to be reached, cost saving measures taken and relevance as to professional development.

The PD Committee considers these applications at their regular bi-weekly meetings.

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## APPLICATION PROCESS

Applications will be approved on a first-come, first served basis and funds accessed will NOT be applied against an individual's yearly PD record. It is expected that an application will come from a department or a special interest group. In House applications must be submitted by a CCFA member on behalf of the group.

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## ELIGIBILITY AND FUNDING LIMITS

- Refreshments at events are not eligible for funding.
- Activities that fall into the category of organizational development such as team building and strategic planning are not eligible for funding.

In-House 2017

## PRE-APPROVED IN-HOUSE

Pre-approved funds are set aside to support faculty members for specific teaching, leadership, computer and safety courses. Textbooks and other materials are not covered by pre-approved funds but can be covered through Short Term Funding. Applications for funding will be confirmed by the CCFA office on a regular basis; however, some activities identified under pre-approved funding have limits on the number of faculty members to whom they are available. Funding for these activities does not affect a term or continuing faculty member's ability to access Short Term Funding. These funds, unlike the case with short-term funds, are not prorated for term faculty.

Use a separate form for each course. Forms used are Pre-Approved 2017.

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## APPLICATION PROCESS

A portion of PD funds has been set aside to cover costs for the following activities:

- **Teaching:** all courses in the BC Provincial Instructor Diploma Program, CASN On-Line Nurse Educator Certificate, On-line Instructional Skills workshops
- **ISW/GTS Facilitator Training** (limited to 2 faculty members per training event, contact the Faculty Development Team Leader at CETL)
- **Leadership:** All Camosun CE courses coded LDCT
- **Computer Skills:** All Camosun BSCM courses, except BSCM 780G.
- **Foodsafe:** All FoodSafe Courses (online or face-to-face)

- **CPR Level C and Emergency First Aid:** Courses offered by St. John's Ambulance and the Red Cross.

Accessing funding for pre-approved PD will have no impact on your eligibility for short term funding.

As funds are limited, please complete an application form and send it to the CCFA office for confirmation prior to registering. Once you have confirmation, you may register and pay for the course, and send your receipt to Peg Ford or Autumn Frimann in the CCFA Office. They will arrange for reimbursement.