



# Professional Development Fund Guidelines

January 2022

## CONTENTS

Overview .....	3
COVID-19 .....	3
Collective Agreement.....	3
Professional Development Committee .....	3
Meeting Dates .....	3
General Guidelines .....	4
Camosun Credit Courses .....	4
Tuition and Tax Information .....	4
Eligible Travel Expenses.....	4
Forms .....	6
Short-Term.....	6
In-House .....	6
Long-Term .....	6
Funding Types .....	7
Short-Term.....	7
Eligibility and Funding Limits for Short-Term .....	7
Funding Periods .....	7
The Application Process for Short-Term .....	7
Eligible Short-Term Activities & Forms.....	9
Digital or Printed Materials and Subscriptions .....	9
Professional Memberships .....	9
Self-Directed Activities .....	9
Long Term.....	9
Eligibility and Funding Limits .....	9
Funding Period .....	10
Application Deadline.....	10

Approval Priority .....	10
Funding Restrictions .....	10
Budget Guidelines .....	11
Long-Term Application Forms .....	12
In-House .....	12
Application Process .....	12
Eligibility and Funding Limits .....	12
Pre-Approved In-House .....	13
Application Process .....	13

## OVERVIEW

### COVID-19

Please be aware that there may be temporary directives from health authorities the College, the provincial government and/or the federal government regarding travel protocols and in-person events. The Guidelines are developed apart from the current pandemic and if there are concerns or possible issues with the activities you are planning, please seek advice from the PD Chair. The health and safety of faculty members is important and may override these guidelines if deemed necessary.

### 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. Applications should be submitted to the CCFA office by email as a single PDF document. Please ask for assistance if you are unsure of how to do this. Incomplete applications that are not submitted as single PDF documents 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.
6. Please provide a clear justification for any costs that may not be directly clear to the Committee members and clear justification for choosing more costly forms of transportation or accommodations.

## CAMOSUN CREDIT COURSES

The fees for Camosun credit courses may be waived for faculty if supported by the Dean. Please refer to Clause 17.08 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 Laurence Toffoletto ([toffolettol@camosun.bc.ca](mailto:toffolettol@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
  - Covid-related travel expenses
  - 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 (i.e. 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](#)





- 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.
- Please be clear and delineate if personal travel will be included or overlap with the activity being applied for.
- 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.)
- Please note that the Homestay per diem will be \$50 per night to a maximum of \$300 per activity.
- For Indigenous experiential learning, provide detailed information and substantive rationale about any cultural considerations such as food, tobacco or Elder honorariums. The Committee may consult with Eyē? Sqā'lewen regarding the proposed activity and resources.
- 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 less than 30 days before the start of an activity will be considered; however, approval may be held until the **end of the fiscal** quarter (June 30, September 30, December 31, and 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. This allows time for management of the fund and any clarifying questions by the Committee.
- 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 will be reimbursed using the College US exchange rate for the travel period.
- Please contact the PD Chair regarding fast-track options for Camosun-hosted conferences.

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

---

## ELIGIBLE SHORT-TERM ACTIVITIES & FORMS

### **Conferences**

**University, College or other Courses  
Workshops or Seminars  
Approved Faculty Exchanges**

- ST Conferences North America
- ST Conferences International

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

**Subscriptions** (to a maximum of 50% of the applicant's allowable funding. This will continue on a temporary basis until COVID restrictions resolve and then return to 20% of allowable funding)

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

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

- ST Professional Memberships
- Important information specific to professional memberships

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

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

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

- ST Self Directed International

### **Field Schools**

**Travel and Expenses for one additional non-required faculty member to shadow the lead. Only once per faculty member per field school.**

- ST Self Directed International (please note: Applications related to field schools are the same as for self-directed activities.)

---

## 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.

### **PUBLISHING**

Fees for publishing of work can be covered by a member's funding allotment for the year. The published work must be for page charges or open source publishing and must be approved in a reputable, peer-reviewed journal in one's discipline. The fees will not be covered if there is a reasonable expectation of profit associated with the publication or if the member has or can reasonably acquire these costs from other sources (grants, innovation funds, etc).

---

## 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. The application should be made as early as possible and will be eligible for reimbursement if submitted within three months of the date of renewal and prior to the end of the fiscal year in which the membership begins.

---

## 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 that are normally longer than two months in duration and cost more than \$4,000. Faculty members may apply for **activity costs** to a maximum of \$25,000 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.

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

---

## ELIGIBILITY AND FUNDING LIMITS

- Eligibility is limited to **Continuing** faculty who have been employed at the College for longer than two years AND who have not accessed Long Term funding since a time period more than or equal to the total duration of their previous long-term funded activity (i.e. Two-year activity would require a two-year wait prior to subsequent application being made for LT funding).
- 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).
- To demonstrate your commitment to your long-term development plan there will be a 10% personal contribution toward all long-term activity approvals. This will be taken off all receipts for reimbursement by the CCFA administrative staff.

---

## 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.

---

## 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.**

---

## 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).

---

## 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). This includes conferences or other regular short-term activities that are not a required or integral part of the applicant's course of long-term study.
- 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 expected that you give them at least one month's notice to ensure that your application is complete prior to the due date.

---

## YEAR 1 APPLICATIONS

New applications should be emailed and include the following, in the following order, **in a single PDF document** (DO NOT submit binders, folders or bound material):

1. Completed Long-Term PD Application.
2. 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.
3. 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.
4. A detailed plan for the activity, annualized if the activity spans multiple years, and indicating which year the application relates to.
5. Copies of supporting documents, such as brochures, calendars, proof of application, costs, etc.
6. 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.
7. 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.

---

## SUBSEQUENT YEAR APPLICATIONS

Subsequent year applications should be emailed and include the following, in the following order, **in a single PDF document**:

- 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.
- 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.

---

## 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 \$25,000. 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)

---

## 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 that 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. It is incumbent on the requesting group to publicize the activity to other CCFA members who may be interested in the proposed development activity

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

---

## 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. If an application only applies to a very specific group or department, the Committee may decide to evenly split the costs of the proposed activity among the applicants.

---

## ELIGIBILITY AND FUNDING LIMITS

- Refreshments at events are not eligible for funding unless needed to fulfill cultural enrichment of the activity.
- Activities that fall into the category of organizational development (such as team building and strategic planning) are not eligible for funding.

Use a separate form for each In-House activity. Complete the In-House 2020 form.

## 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. Please contact the PD Chair regarding fast-track options for Camosun-hosted conferences.

Use a separate electronic form for each course (Pre-Approved 2020 form).

---

## APPLICATION PROCESS

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

- **Teaching:**
  - all BC Provincial Instructor Diploma Program (PIDP) courses
  - Canadian Association Schools of Nursing On-Line Nurse Educator Certificate
  - Facilitating Learning Online-Fundamentals Instructional Skills workshops through Royal Roads University or BC Campus.
  - Vancouver Community College Certificate in Online/eLearning Instruction.
  - All required textbooks for these activities will also be covered.
  
- **ISW/GTS Facilitator Training** (limited to 2 faculty members per training event. Contact the Faculty Development Team Leader at CETL)
  
- **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:**
  - St. John's Ambulance
  - The Red Cross
  - Canadian Association Schools of Nursing
  - The Heart & Stroke Foundation

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

As funds are limited, please submit a Pre-Approved PDF application to the CCFA office for confirmation prior to registering. Once you have confirmation, you may register and pay for the course, and submit your receipt to [Peg Ford](#) or [Laurence Toffoletto](#) in the CCFA Office. They will arrange for reimbursement.