



To: Currently employed CCFA Continuing and Probationary Faculty Members who actively worked during Winter 2020 and/or Spring/Summer 2020 Semesters

Re: Extra Professional Development Days

It is acknowledged and agreed that currently employed probationary and continuing faculty members who actively worked during the Winter 2020 and/or Spring/Summer 2020 semesters may not have had the opportunity to access the full range of scheduled development activities because of their need to transition their courses for online delivery as a result of the Pandemic.

As outlined in the attached Settlement Agreement, it has been agreed between the College and the Union that, in addition to the current Scheduled Development time entitlements under the Collective Agreement, the College will provide 9 extra days of Professional Development to each Eligible Continuing Faculty member to be taken by no later than August 31, 2024. These days may be scheduled at the discretion of the Eligible Faculty member but must be scheduled outside of Scheduled Development time, during non-instructional days and not at a time when a department meeting is scheduled. The amount of Extra PD Days will be prorated for Eligible part-time Continuing Faculty proportionate to their FTE. For example, if an Eligible part-time Continuing Faculty member has a continuing workload of 50%, that Faculty member would be eligible for 9 extra days at 50%.

The aforementioned extra PD days will only be used for the purpose of professional development as described in Article 10.01(e) of the Collective Agreement and may not be paid out, or used for any other purpose. These days will be recorded as professional development on a College form for tracking purposes.

The usual process for application for professional development funds will apply to the Extra PD Days.