



To: **Term CCFA Faculty who worked online during Winter 2020 and/or Spring/Summer Semester(s)**

Re: **Common Professional Development Fund Access**

1. As outlined in the attached Settlement Agreement, it has been agreed between the College and the Union, that term faculty working online for the College in Winter 2020 and/or Spring/Summer 2020 semesters may make an application to the Professional Development Committee by March 15, 2022, for special access to the 2021-2022 Common Professional Development Fund (the "Fund") to recognize that term faculty may have had less time for training and preparing for online modes of delivery of courses or services in the Winter 2020 and Spring/Summer 2020 semesters.
2. By no later than March 31, 2022, the Professional Development Committee will allocate \$300, less required deductions, from the Fund to faculty making a request under paragraph 1 above, to a total aggregate maximum of \$50,000. Any other allocation from the Fund will be subject to the process and terms set out in the Collective Agreement.
3. Term Faculty applying for the special Common Professional Development Fund Access as described herein, shall apply to the Professional Development Committee by no later than **12:00 pm, on March 15, 2022**, utilizing the attached "**Special One Time Term Faculty PD Application**" form. Please email the form to [fordp@camosun.bc.ca](mailto:fordp@camosun.bc.ca) and [toffolettol@camosun.bc.ca](mailto:toffolettol@camosun.bc.ca).
4. By no later than March 22, 2022, the Professional Development Committee will provide the College and the Union with all of the applications made under paragraph 6 and 7 of this Agreement.