



**Camosun College
Faculty Association**

Professional Development Funding Guidelines

March 2024

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OVERVIEW

Collective Agreement

The CCFA Professional Development 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, or if you have any other questions about PD funding and eligibility, 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. 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. There is no guaranteed personal allocation for PD funding. Maximum amounts are based on current availability of funds. As funds are limited, applications will be prioritized based on the date they are received in the CCFA Office.
2. Funds are based on the fiscal year from April 1, through to March 31.
3. Each type of funding has a different deadline for the committee to receive applications. Please see [application deadline table](#).
4. PD funds are public funds and therefore subject accountability principles such as: transparency, fairness, integrity, and trust. As such, faculty are expected to economize, and travel costs will be reimbursed at the most economical rate.
5. Support will be provided only for activities that relate to your current or potential roles and responsibilities at the college. Activities should benefit both the individual and the college.
6. 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.
7. It is the faculty member's responsibility to investigate the authenticity of any learning opportunity. Be aware that there are scam conferences.

TYPES OF FUNDS

There are four types of PD Funds: Short Term, Long Term, In-House, and Pre-Approved. **Please click on links for more information about each type of funding.**

1. [Short Term Funds](#) Allocated to support both Continuing and Term Faculty for activities that cost \$4,000 or less per fiscal year and are normally less than two months in duration. The PD Committee considers these applications at their regular bi-weekly meetings. Types of short term funds include:
 - Conferences/Courses/Workshops within Greater Victoria, North America or International
 - Online Conferences/Courses/Workshops (no travel)
 - Digital or Print Materials, Subscriptions and Publications
 - Professional Memberships
 - Self-Directed Activities with or without travel (within or outside of North America) including field schools, research, publishing
2. [Long Term Funds](#) Allocated to support faculty for activities that are normally longer than two months in duration and cost more than \$4,000/yr. Eligibility is limited to Continuing Faculty who have been who have been in a Continuing position with the College for more than two years. Types of long term funding include:
 - Reimbursement for **Activity Costs** to a maximum of \$25,000 **OR**
 - Reimbursement for **Salary Replacement** to a maximum of \$25,000
3. [In-House Funds](#) Allocated for a group of faculty engaged in professional development, usually taking the form of inter-departmental workshops open to all interested faculty (Continuing and Term). Funding for these activities does not affect eligibility for an individual faculty member's access to other types of funding. The Committee is open to suggestions.
4. [Pre-Approved Funds](#) Allocated for specific teaching, leadership, computer and safety activities for both Continuing and Term Faculty. No application process or approvals from your Chair, Dean, or the PD Committee are required. There is a specific list of activities that have already been approved. Using PD funds for these activities does not affect your eligibility for other types of funding.

Application Process

1. Instructions are available on the [CCFA website](#).
2. Applications for all types of funds 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.
3. Use the correct [application form](#) for the type of funding you are requesting.
4. Incomplete applications that are not submitted as single PDF documents will be returned to the applicant by the CCFA office.
5. Each type of funding has some variations in the process. Please refer to funding type sections for more info, and to the appendix of [Application Deadlines](#).

SHORT TERM FUNDS: ELIGIBILITY, APPLICATION PROCESS

Please also see [Short Term Funds Deadlines](#) and [Short Term Funds Forms](#)

Continuing Faculty Eligibility

- All continuing and probationary CCFA faculty members are eligible for up to \$4,000 per fiscal year, regardless of workload percentage or employment start date (not prorated). This includes faculty on active post-retirement contracts.
- The activity start date dictates the fiscal year that the funds will be drawn from.
- Funds cannot carry forward from one fiscal year to the next.
- All expenses that are approved for activities occurring in the current fiscal year must be claimed before the end of the fiscal year, or be forfeited.
- Continuing Faculty receiving Long-Term Funding will not be eligible for Short-Term Funding during the same fiscal period (April 1 – March 31).

Term (sessional/non-continuing) Faculty Eligibility

- All term (non-continuing) CCFA faculty members are also eligible for up to \$4,000 per fiscal year, prorated based on workload percentages over the current fiscal year (April 1 – March 31). See table below.
- The amount of funds available is based on eligibility at the time of application, not on the start date of the activity.
- Term faculty can save up for a full fiscal year in order to access the full annual amount at once.
- Term faculty can apply for funds during any term they are working, but cannot apply during a term they are not working.
- Funds cannot carry forward from one fiscal year to the next.
- All expenses that are approved for activities occurring in the current fiscal year must be claimed before the end of the fiscal year, or be forfeited.
- Term faculty can use funds toward all types of short-term activities including workshops and conferences (with travel or online), professional memberships, printer/digital materials/subscriptions.
- Term faculty can make use of in-house and pre-approved PD activities, without impacting their individual funding amount.
- **Prorated calculation:** If working 50% or more that term, you are eligible for a maximum of \$2,000 that term. If working less than 50%, you are eligible for a maximum of \$1,000 that term.

Term Faculty Eligibility	Workload % per term
Summer Term (May 1 to August 31)	<input type="checkbox"/> 50% or more = \$2,000 maximum <input type="checkbox"/> 49% or less = \$1,000 maximum
Fall Term (September 1 to December 31)	<input type="checkbox"/> 50% or more = \$2,000 maximum <input type="checkbox"/> 49% or less = \$1,000 maximum
Winter Term (January 1 to April 30)	<input type="checkbox"/> 50% or more = \$2,000 maximum <input type="checkbox"/> 49% or less = \$1,000 maximum
TOTAL maximum per year: \$4,000	

Application process for ALL short term funds

All applications **MUST** be on the most current [CCFA form](#) and must include the following:

1. **Rationale:**

- 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. Please avoid the use of discipline specific acronyms and language. Explain them if needed.
- If you are travelling outside of Victoria, a rationale identifying the unique attributes of the activity location. If you are travelling internationally, explain why you chose this international activity, and why you are seeking support for this particular location rather than a location with a comparable activity in Canada or the United States.
- If personal travel will be included or overlap with the activity being applied for, please clearly delineate and include this information, separating personal costs/dates from activity costs/dates (Travel will be reimbursed at the most economical rate.)
- For Indigenous experiential learning, provide detailed information and substantive rationale about any cultural considerations such as food, tobacco or Elder honorariums (The maximum for honorariums is \$500). The Committee may consult with Eyē? Sqā'lewen regarding the proposed activity and resources.

2. **Expenses:** Clearly itemize all of the expenses you hope to claim, on the budget sheet.

3. **Supporting documents:** Attach as PDF copies and/or include a website link that **clearly** indicates dates, schedule, brochure, and any other pertinent information. If documentation is currently unavailable, please indicate why, and forward it to the office as soon as you can.

4. **Approvals:**

- 1) Chair's e-mail verifying they have reviewed your application (unless you are the Chair) **AND**
- 2) Dean/Director's approval:
 - Received via [Travel Pre-Approval Authorization form](#) (for ALL travel outside of BC) **OR**
 - Received via email for all other types of applications.

1. Short-term activities involving travel: Eligible expenses

- Registration fees for the activity.
- Supplies and materials directly related to a learning opportunity (e.g. textbooks, application fees, etc.).
- Eligible travel expenses for anything **outside of the Victoria area** include: reasonable transportation costs, ferry reservations, parking, mileage, accommodation (government and conference rates recommended), meals and incidentals **not** covered by your activity.
- Eligible travel expenses for anything **within the Victoria area** include: parking and meals.
- Depending on the location, start time, and end time of your activity, you may be able to apply for accommodation for the night prior to your activity, the nights during and the night it ends. Any additional nights are your responsibility.
- Transit days for international travel (one in each direction) will be reimbursed at the rates set by the Camosun Travel Policy and are not eligible for other per diems on those days.
- For US and other international travel, per diems will be reimbursed using the College US exchange rate for the travel period.
- You can claim \$55 per night for a homestay. The homestay per diem is intended to provide some token of gratitude to a host (family or friend) that you are staying with. For homestays of over three weeks, the amount you can claim is reduced to \$30/night.

- For stays of over three weeks, the maximum meals and incidentals per diem combined is reduced to \$40/day (\$40 USD/day for International).
- Mileage for travel is calculated from your primary Camosun work location or campus (e.g. from Interurban or Lansdowne) at a maximum.
- Please refer to the [Camosun College Travel Policy](#) for more information.

2. Short-term activities NOT involving travel: Eligible expenses

- Registration fees for the activity.
- Supplies and materials directly related to a learning opportunity (e.g. textbooks, application fees, etc.). If it is something unusual (e.g. transcription fees, participant meetings for research, research assistant, etc.), please provide clear rationale.

3. Print/digital/subscriptions/materials: Eligible expenses and restrictions

- You can use a **maximum of 20% of your allowable funding** for this category. This includes things like books, software, 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.
- If you hope to purchase **educational technology software for use with your students**, please be aware of the [Key Considerations for Adopting Educational Technology](#), which includes your responsibility to consider implications of privacy, accessibility, and support. Under British Columbia's Freedom of Information and Protection of Privacy Act (FOIPPA), all publicly funded bodies are required to complete a [Privacy Impact Assessment](#) (PIA) when utilizing new technology that may potentially expose student information. If you are unsure if a PIA has been completed for this tool/service, please contact Camosun's eLearning team to [consult with an Instructional Designer](#) in advance.

4. Professional memberships: Eligible expenses and restrictions

- As per Clause 10.04 of the CCFA [collective agreement](#), "The College will reimburse continuing and probationary employees for annual dues they expend for membership in a professional association if the membership is required as a condition of employment." Therefore, for continuing and probationary faculty, the PD Committee will only support applications for membership in a professional association, provided the membership is **not** a condition of employment. Your application should include a detailed description of how the membership will contribute to your professional development.
- Term faculty can apply for funding towards professional memberships that **are** a condition of employment as it is not the responsibility of the college to pay for these (as per 10.04 of the [collective agreement](#)).

5. Self-directed activities: Eligible expenses and restrictions

- If you are planning a self-directed activity (such as research, museum visits, field schools, publishing, etc.), 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 online?)
- Approval from the Research Ethics Board, for research projects involving human participants.
- **Field Schools:**
 - You can apply for travel and expenses to research a new field school (one time only)
 - You can apply for **one additional non-required faculty** member to shadow the lead on an existing field school (once per faculty member per field school)
- **Publishing:** Fees for page charges for publishing your work or open source publishing can be covered, if approved in a reputable, peer-reviewed journal in your discipline. Fees will not be covered if there is a reasonable expectation of profit associated with the publication or if you have or can reasonably acquire these costs from other sources (grants, etc.).

Short term expenses **NOT** eligible for funding

- We do not fund gala dinners or social pre-conference activities and their associated costs
- Personal expenses are NOT eligible for funding, such as:
 - Criminal record checks
 - Deferral charges for degree programs
 - Driver licensing
 - Immunizations
 - Insurance (all types, including travel insurance, cancellation insurance, medical insurance, and professional liability insurance - whether or not it is part of professional membership renewal)
 - Passports and related expenses
 - Seat selection
 - Student fees (such as optional opt-out dental and health benefits fees)
- We do NOT cover activities that are clearly a college or departmental requirement such as:
 - Articulation meetings
 - Professional memberships that are required in order for you to teach as per 10.04 of the [collective agreement](#) (applies to continuing faculty)
 - Team development meetings (strategic planning, etc.)
- Computer Hardware is NOT eligible for funding.
- Mileage, incidentals and accommodation for activities within Greater Victoria are NOT eligible for funding.

LONG TERM FUNDS: ELIGIBILITY, APPLICATION PROCESS

Please also see [Long Term Funds Deadlines](#) and [Long Term Funds Forms](#)

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/yr. Types of Long term funding include:

- Reimbursement for **Activity Costs** to a maximum of \$25,000 **OR**
- Reimbursement for **Salary Replacement** to a maximum of \$25,000.

Eligibility and Approval Priority

- Eligibility is limited to Continuing Faculty who have been in a Continuing position with the College for more 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 per Long Term PD activity.
- 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. This period must be equivalent to the rate of regularization prior to or during the activity. Failure to comply will require repayment of funds on a pro-rated basis.
- 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.
- Approval for funding in one fiscal year does not guarantee funding for subsequent years.
- Long-term funds are granted for activities falling within the College fiscal year (April 1 – March 31). Unused approved funds cannot be carried forward.
- 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).
- 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:
 - Funding levels are determined by the budget allocated and the number of applicants for that particular year.
 - Should the demand for funds exceed the amount available, applicants may be approved for only a portion of their funding request.
 - Not all applications will necessarily be supported.
 - We acknowledge the personal contribution you are making to your professional development through your commitment of time, effort, and additional hidden expenses.

Application process and deadline

- 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.
- The **deadline** for applications for Long-Term PD for the next fiscal year are due at **NOON** on the last Friday of January. The Committee meets in February to review these applications.
- Applications should be emailed in one PDF attachment.
- **Late applications will not be considered.**

Year one applications

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. It is very important that applications be considered within this context.

Year one submissions should include the following, in the following order:

1. Completed appropriate [Long-Term PD Application Form](#).
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/itinerary 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 and cost of applying if accepted, costs, etc.
6. Letters from the Chair (please advise if YOU are the department Chair) AND Dean/Director that state how the activity relates to your role and responsibilities at the College and the benefits for both you and the College.
7. If travel outside of BC is involved, a signed [travel pre-authorization form](#) for **each** separate trip.

Subsequent year applications

Subsequent year applications should include the following, in the following order:

1. Completed appropriate [Long-Term PD Application Form](#).
2. A summary of the activities completed to date and what remains to be done.
3. A summary of how your long-term activity work is informing your professional practice.
4. Evidence that the overall project is proceeding satisfactorily towards successful completion (e.g. transcripts or a letter from a thesis supervisor).
5. Any changes to the original activity. Applicants should provide a rationale for any substantial change(s) to their original application.
6. Statement of ongoing support from Chair and Dean/Director.

Activity Costs versus Salary Replacement

Faculty may apply for EITHER activity costs OR salary replacement, but not BOTH.

For Activity Costs

- You can apply for a maximum of \$25,000.
- You can receive a maximum 70% advance payment.
- 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, software (EXCLUDING internet and computers)
- 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.

For Salary Replacement

- You can apply for up to \$25,000 towards salary replacement. This funding is intended to offset the costs of you taking an Unpaid Leave of Absence (ULOA) from your regular duties in order to pursue a professional development activity. This leave may be taken in different forms, but the PD fund will only pay for a maximum of \$25,000 towards salary replacement.
- The funding includes coverage for a portion of salary, CCFA and PD dues, and benefits.
- Faculty who want to apply for Long Term PD Funding Salary Replacement need to be aware of the **implications of taking an Unpaid Leave of Absence**. It is also your responsibility to discuss and get approval for an ULOA from your Dean/Director. As per 13.01 a, "Unless the request creates serious problems for the Employer, the Employer will grant an Employee unpaid leave for up to one year."
- **Implications of taking a ULOA include:**
 1. **Reduction in vacation entitlement:** As per 13.01 d: "Arrangements for the leave must take into account that an Employee's annual vacation entitlement will be reduced in proportion to the leave period. This reduction in vacation entitlement will result in an additional period of leave without pay unless there is a mutually acceptable work assignment available during the period which otherwise would have been vacation." As per 8.01 a: "Vacation adjustments occur on September 1st of each year. Eligible Employees who work less than the full September to August period shall have their vacation entitlement prorated."
 2. **Possible reduction in SD entitlement:** As per 10.01 c: "Scheduled development time for Faculty Members is based on their employment in the previous development year." Taking a ULOA may have implications on SD eligibility, as per section 10.01 of the Collective Agreement.
 3. **Faculty on leave are required to pay for their own portion of pensions and benefits:** (in proportion to the percentage of their leave). If the VP Academic deems this leave it to be "of value" to the College, the College will continue to pay its share of pension contributions, provided that the employee pays their share too.
 4. **There should be no reduction in seniority accrual or increments on the pay scale,** "if the leave involves experience of value to the College, as approved in writing by the appropriate Vice-President." (13.01 c says "the Faculty Member will accumulate seniority and, if applicable, increment credit during the leave."

IN-HOUSE FUNDS: ELIGIBILITY, APPLICATION PROCESS

Please also see [In-House Funds Deadlines](#) and [In-House Funds Forms](#)

Eligibility

- In-house activities are for both Term and Continuing Faculty.
- Activities considered will be faculty professional development only - things that enable “the process of growing in professional competence” for CCFA members.
- Activities that fall into the category of organizational development (such as team building and strategic planning) are not eligible for funding.
- These activities will usually take the form of inter-departmental workshops open to all interested faculty, so should be available to a broad audience.
- Refreshments at events are not eligible for funding unless needed to fulfill cultural enrichment of the activity.
- The Committee is open to suggestions.

Application Process

- Applications will be considered in relation to the number of faculty members to be reached, cost-saving measures taken, and relevance to professional development.
- It is expected that an application will come from a department or a special interest group, and 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.
- It is incumbent on the requesting group to publicize the activity to other CCFA members who may be interested in the proposed development activity.
- Repeated events through the year may be bundled together in a single application at the beginning of the fiscal year.
- Funding for these activities does not affect eligibility for to other types of funding, and will NOT be applied against an individual’s yearly PD funding.
- The PD Committee considers these applications at their regular bi-weekly meetings.
- Applications will be approved on a first-come, first-served basis.

PRE-APPROVED FUNDS: ELIGIBILITY, APPLICATION PROCESS

A portion of PD funds has been set aside to cover costs and support faculty members for **specific** teaching, leadership, computer and safety activities.

Please also see [Pre-Approved Funds Deadlines](#) and [Pre-Approved Funds Forms](#)

Eligibility

- These funds are available to both Continuing and Term Faculty.
- Funding for these activities does not affect eligibility for to other types of funding, will NOT be applied against an individual's yearly PD funding, and are not prorated for term faculty.
- All required textbooks for these activities will also be covered.

Application Process

- No approvals from your Chair, Dean, or the PD Committee are required.
- Below is the specific list of activities that have already been approved.

List of Pre-Approved Activities

1. All BC Provincial Instructor Diploma Program (PIDP) courses, including prior learning assessments for this program.
2. Canadian Association Schools of Nursing On-Line Nurse Educator Certificate.
3. CPR Level C and Emergency First Aid, such as the following programs:
 - Canadian Association Schools of Nursing
 - Canadian Society for Exercise Physiology (CSEP)
 - 'Simple CPR' course
 - The Heart & Stroke Foundation
 - The Red Cross
 - St. John's Ambulance
4. Facilitating Learning Online-Fundamentals Instructional Skills workshops through Royal Roads University or BC Campus.
5. FOODSAFE: All FOODSAFE Courses (online or face-to-face).
6. Instructional Skills Workshop (ISW) Facilitator Training (FDW), and Great Teacher Seminar (GTS) Facilitator Training (Limited to 2 faculty members per training event. Contact the ISW Coordinator in CETL).
7. ProSIT Courses: Leadership Development Certificate courses and Computer software/Microsoft courses
8. S'TENISTOLW Conference, Camosun (limited pre-approved spots)
9. Vancouver Community College Certificate in Online/eLearning Instruction.

Application Process

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. Submit appropriate pre-approval form along with receipts for reimbursement directly to the CCFA office. No prior submission needed, as long as your activity is listed as pre-approved.

Pre-Approved In-House

A portion of PD funds has been set aside to cover the cost of some pre-approved in-house activities that support faculty. These activities are offered in partnership with Camosun's Centre for Excellence in Teaching and Learning (CETL) and include:

- The Great Teachers Seminar
- The Chairs Institute
- Faculty Book Clubs
- Purchasing resources for the Teaching and Learning Library (suggestions welcome)

Please contact CETL for more information about how to access these opportunities.

APPENDIX 1: APPLICATION DEADLINES

You must allow sufficient time for time for your Chair, Dean and the PD Committee to review your application and to complete the application process.

1. Begin this process a **minimum of one month prior to the start date of your activity**, especially if you need to travel (**six weeks** if you are applying for an international location).
2. The Committee will take into consideration the date that you started the application process (e.g. the date you emailed your Chair and Dean for approval) when determining if an application is late.
3. Applications for short term funds are due to the CCFA office by the **Friday before the meeting at 9am**, in order to be reviewed at that meeting. ([Check CCFA website for meeting dates](#)).
4. Any applications received late will be held to the end of the fiscal quarter and **will only be reimbursed if there is still funding available during that quarter**.
5. Applications received **after the end** of the fiscal year (March 31) will not be considered. Any remaining amounts cannot be carried forward to the next fiscal year, and outstanding receipts cannot be claimed after the end of the fiscal year.
 - o Q1: April 1 – June 30
 - o Q2: July 1 – September 30
 - o Q3: October 1 – December 31
 - o Q4: January 1 - March 31

Please review the following chart for the **minimum** timelines for different types of applications:

Type of Activity	Application process must be started
Short-term applications involving travel	One month prior to the start date of travel for the activity
Short-term applications NOT involving travel	Prior to the start date of the activity
Printed and digital materials, subscriptions	Within two months of purchase
Professional memberships	Within two months of the date the membership previously expired or will begin
Long-term applications	The last Friday of January at noon for the upcoming year starting in April
In House applications	Prior to the start date of the activity
Pre-approved applications	Submit appropriate pre-approval form along with receipts for reimbursement directly to the CCFA office. No prior submission needed, as long as your activity is listed as pre-approved.

APPENDIX 2: ADDITIONAL INFO

- [Health and safety travel restrictions](#)

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 health and safety protocols 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.

- [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.