



Professional Development Funding Guidelines

January 2026

Contents

OVERVIEW	3
Collective Agreement.....	3
Professional Development Committee.....	3
General Guidelines.....	3
TYPES OF FUNDS	5
1. Short-Term Funds	5
2. Long-Term Funds	5
3. In-House Funds	5
4. Pre-Approved Funds	5
Application Process.....	5
SHORT-TERM FUNDS: ELIGIBILITY, APPLICATION PROCESS	6
Continuing/Regularized Faculty Eligibility	6
Term (sessional/non-continuing) Faculty Eligibility	6
Application process for ALL short-term funds	7
1. Short-term activities involving travel: Eligible expenses	7
2. Short-term activities NOT involving travel: Eligible expenses	8
3. Print/digital/subscriptions/materials: Eligible expenses and restrictions.....	8
4. Professional memberships: Eligible expenses and restrictions	9
5. Self-directed activities: Eligible expenses and restrictions	9
Short-term expenses NOT eligible for funding	9
LONG-TERM FUNDS: ELIGIBILITY, APPLICATION PROCESS.....	10
Eligibility, Restrictions, and Approval Priority.....	10
Application process and deadline	11
Year one applications.....	11
Subsequent year applications	12
Activity Costs versus Salary Replacement.....	12
For Activity Costs	12
For Salary Replacement	12
IN-HOUSE FUNDS: ELIGIBILITY, APPLICATION PROCESS.....	13
Eligibility.....	13
Application Process.....	14
PRE-APPROVED FUNDS: ELIGIBILITY, APPLICATION PROCESS	14

Eligibility.....	14
Application Process.....	14
List of Pre-Approved Activities.....	14
Application Process.....	15
Pre-Approved In-House	15
APPENDIX 1: APPLICATION DEADLINES	16
Short-term applications involving travel.....	16
Short-term applications NOT involving travel	16
Printed and digital materials, subscriptions	16
Professional memberships.....	16
Long-term applications	16
In House applications.....	16
Pre-approved applications.....	16
APPENDIX 2: ADDITIONAL INFO	17
• Health and safety travel restrictions.....	17
• Credit courses	17
• Tuition and tax information.....	17

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 for the maintenance and development of the Faculty Members' professional competence and effectiveness. When planning a PD program, faculty should be aware of the [Local Agreement](#) provisions that relate to faculty development - Clause 10.01 - 10.03. Also, be aware of the distinction between Scheduled Development Time (SD) and Professional Development Funds (PD). 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 an SD leave. These are separate matters.

Professional Development Committee

The PD Committee is a joint committee which includes faculty members from every school as well as exempt members, 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 sometimes 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.

General Guidelines

1. Support can be provided for activities/resources that relate to your current or potential roles and responsibilities at the college. Activities should benefit both the individual and the college.
2. There is no guaranteed personal allocation for PD funding. Maximum amounts are based on current availability of funds. When funds are limited, applications will be prioritized based on the date they are received in the CCFA Office.
3. Funds are based on the fiscal year from April 1, through to March 31. For continuing faculty, the funds come out of the fiscal year based on the start date of the activity. For term faculty, the funds are calculated based on eligibility during the current fiscal year (of the date of application). 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. Applications for activities within a fiscal year must be submitted no later than one week before that fiscal year ends; any applications received after this deadline will not be considered.
4. Each type of funding has a slightly different deadline for the committee to receive applications. Please see [application deadline table](#). Applications that are submitted late may not be reimbursed or may have a late hold placed on reimbursement until the end of that fiscal quarter. Approved applications that were submitted on time will be the first to receive funds in the case of a funding shortage.
5. Faculty are still eligible for funds if they are part-time, on a leave, or on a post-retirement contract, as long as they are employed by the college.
6. Ensure you have accounted for ALL anticipated expenses, as approved funding is the maximum you may claim. Any amount you spend over the approved amount is your responsibility. If costs

end up exceeding what you estimated, and you still have funds available for that fiscal year, you can re-submit an application with a rationale as to why you are asking for additional money for the same PD activity. NOTE: If your expenses are over your requested amount, but less than \$50, the CCFA office may top up your reimbursement at their discretion, to a maximum of \$50 more than that requested amount.

7. PD funds are public funds and therefore subject to accountability principles such as: transparency, fairness, integrity, and trust. As such, faculty need to provide good rationale as to why the proposed activity should be funded, and are expected to economize (e.g., travel costs will be reimbursed at the most economical rate.)
8. As these funds are not considered a taxable benefit, they cannot be used toward personal development activities. If you are unclear 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](#).
9. It is the faculty member's responsibility to investigate the authenticity of any learning opportunity. Be aware that there are scam conferences.
10. It is faculty member's responsibility to be aware of any travel advisories and take that into consideration before making plans.
11. Faculty must still have a C number if they want to be reimbursed for PD expenses.
12. Faculty must have a continuing position, or a contract for the following term, if they want to receive an advance on their PD funds.
13. You can receive a maximum 70% advance on expenses, based on the term the expenses occur in (e.g. 70% of expenses occurring in spring term, 70% of expenses occurring in fall term, and 70% of expenses occurring in winter term). Previous advances need to be reconciled before subsequent advances can be issued.
14. If you are no longer able to complete a PD activity, the PD committee will consider, on a case-by-case basis, covering your non-refundable expenses. Rationales considered include sickness or conference cancellations but may also include re-evaluating your original decision to attend for ethical, moral or political reasons. In these cases, reimbursements would still be deducted from your annual funding eligibility.
15. In the case of layoff:
 - a. You are welcome to submit PD applications for activities that occur before your layoff date, but you will not be entitled to an advance.
 - b. If your approved activity occurs BEFORE your layoff date, you can complete the PD activity and submit for reimbursement of all the expenses.
 - c. If your PD activity has been approved but you decide not to complete the activity, you can be reimbursed for any non-refundable expenses already incurred.
 - d. If your approved activity occurs AFTER your layoff date, and you still decide to attend, the CCFA will not reimburse you for the additional expenses upon completion, though expenses already incurred will still be covered.

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 are normally less than two months in duration, to a maximum funding of \$4,000 per member per fiscal year. 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/Regularized Faculty who have successfully completed their probationary period by the application deadline of noon on the last Friday in January. 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 CCFA faculty engaged in professional development, (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 and forms are available on the [CCFA website](#).
2. 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](#).
3. Please call the CCFA office at 370-3655 or email CCFA-PD@camosun.ca for assistance if you are unsure about any part of this process.

SHORT-TERM FUNDS: ELIGIBILITY, APPLICATION PROCESS

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

Continuing/Regularized Faculty Eligibility

- All continuing and probationary CCFA faculty members are eligible for up to \$4,000 per fiscal year, regardless of workload percentage (part-time or full-time) or employment start date (not prorated). This includes faculty on active post-retirement contracts, or on leave, as long as they are employed by the college.
- The activity start date dictates the fiscal year from which the funds will be drawn.
- 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 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.
- Term faculty funds are calculated based on eligibility during the current fiscal year (of the date of application). NOTE: If a term faculty is applying for an activity that occurs in the future, (in the next fiscal year), then any approved amount will be deducted from the total eligibility amount that may be accumulated in that next fiscal year, as all faculty can only be reimbursed a maximum of \$4000/year.
- 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.
- Term faculty can use funds toward all types of short-term activities including workshops and conferences (with travel or online), professional memberships, print/digital materials/subscriptions.
- Term faculty can make use of in-house and pre-approved PD activities, without impacting their individual annual 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, to a maximum of \$4,000 per fiscal year.
- **If you need help calculating your annual eligibility, please call the CCFA office at 370-3655.**

Term Faculty Eligibility	Workload % per term
Summer Term (May 1 to August 31)	☐ 50% or more = \$2,000 maximum ☐ 49% or less = \$1,000 maximum
Fall Term (September 1 to December 31)	☐ 50% or more = \$2,000 maximum ☐ 49% or less = \$1,000 maximum
Winter Term (January 1 to April 30)	☐ 50% or more = \$2,000 maximum ☐ 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](#) available from the CCFA website, and must include the following components compiled into **ONE PDF document**:

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.
- PD funds are public funds and therefore subject to accountability principles such as: transparency, fairness, integrity, and trust. As such, faculty need to provide good rationale as to why the proposed activity should be funded, and are expected to economize (e.g., travel costs will be reimbursed at the most economical rate.)
- 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.
- 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.)

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. The committee needs sufficient information to verify the activity in order to make an informed decision.

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.
- 3) VP authorization: For travel outside of BC, the CCFA office will get the VP authorization **AFTER** your application has been approved (you do not need to get this done before submitting).

1. Short-term activities involving travel: Eligible expenses

- Registration/tuition 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, flex fair/flight change fees, seat selection, parking, mileage, accommodation (government and conference rates recommended), meals not covered by your activity, and incidentals.
- Eligible travel expenses for anything **within the Victoria (CRD) area** include: mileage (calculated to/from your place of work), parking, and meals (for activities that are longer than 4 hours)
- 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.

- If you are applying to attend extra conference activities that include additional expenses to the core conference, please provide a strong rationale.
- 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.
- Meals can be claimed using the Camosun travel policy criteria.
- You can claim \$55 per night for a homestay. The homestay per diem is intended to provide some token of gratitude to a host (e.g., 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), or a lesser distance.
- Please refer to the [Camosun College Travel Policy](#) for more information.

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

- Registration/tuition 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

- Dean/associate dean/chair approvals are NOT required for this application type.
- This category includes things like books, educational technology, and subscriptions.
 - a. In general, the Committee will only support the purchase of materials and educational technology not already available through Camosun (e.g. Library, ITS, CETL/eLearning, your department/school, or student course materials). Please provide a clear rationale for exceptions. The committee will not support the purchase of computers or internet.
 - i. **For books, eBooks and subscriptions:** It is recommended that you check the Library collection for your requested materials by either searching the library collection online or contacting the library staff before you apply.
 - ii. **For Educational Technology:** This includes hardware and software items to improve teaching and learning - to enhance student engagement, personalize learning, improve efficiency, increase accessibility. (Note: It also could include low-tech materials such as special markers, notebooks, paper, props, etc. that are not considered a department expense or covered by student fees). If you hope to purchase educational technology hardware or software for use with students, you must provide a strong rationale, and review the [Key Considerations for Adopting Educational Technology](#), which includes your responsibility to consider implications of privacy, accessibility, and support. Under BC's Freedom of Information and Protection of Privacy Act (FOIPPA), all publicly funded bodies must complete a [Privacy Impact Assessment \(PIA\)](#) when using new technology that may potentially expose student information. If you're unsure if Camosun has a tool already in-house that will meet your

teaching/learning objectives for this tool/service, contact an instructional designer in [Camosun's eLearning team](#) to consult in advance. To find out if a PIA has been completed for this tool/service contact Camosun's privacy office at: privacy@camosun.ca.

4. Professional memberships: Eligible expenses and restrictions

- Dean/associate dean/chair approvals are NOT required for this application type.
- 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 even if they 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 student 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

- As these funds are not considered a taxable benefit, they cannot be used toward personal development activities.
- Personal expenses are NOT eligible for funding, such as:
 - Criminal record checks
 - Deferral charges for degree programs
 - Driver licensing

- Immunizations
- Insurance: travel cancelation insurance, medical insurance, and professional liability insurance (whether or not it is part of professional membership renewal)
- Passports and related expenses
- Optional 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
 - Team development meetings (strategic planning, etc.)
 - Professional memberships that are required in order for you to teach as per 10.04 of the [collective agreement](#) (applies to continuing faculty)
- Computers and internet are NOT eligible for funding.
- 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](#)

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, Restrictions, and Approval Priority

- Eligibility is limited to Full-time and Part-time Continuing/Regularized Faculty who have successfully completed their probationary period by the application deadline (noon on the last Friday in January).
- Eligibility is limited to Faculty who have not accessed Long-Term funding for 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.
- Faculty members who receive Long-Term PD funding do so with the understanding that this CCFA money is meant to support their long-term professional growth, and that this support should be matched by their continued service to the institution. Recipients are expected to remain employed with the college after completion of the activity for a period of at least the same length as the funding period. If a faculty member leaves the college before completing the fiscal year in which they received long-term funding, they will be expected to repay the amount received during that year, less the \$4,000 they could have accessed through Short-Term PD funding. This does not apply in the case of layoff or other circumstances beyond their control.
- Faculty receiving Long-Term Funding will not be eligible for Short-Term Funding during the same fiscal year (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. If required

to present at a conference, the committee may request a letter of verification from your supervisor.

- 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 of Long-Term funding requests exceed available CCFA 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.

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.

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, professional competence and effectiveness, related to your current or potential roles 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.
3. A detailed plan/itinerary for the activity, annualized if the activity spans multiple years, and indicating which year the application relates to.
4. Copies of supporting documents, such as brochures, calendars, proof of application and cost

- of applying if accepted, costs, etc.
- 5. Support letters from the Chair (please advise if YOU are the department Chair) AND Dean/Director that state how the activity benefits both you and the College.
- 6. 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 (per term).
- The following items may be considered as 'activity costs':
 - Tuition costs
 - Travel and accommodation expenses that are a required or integral part of the long-term activity
 - Costs associated with the activity, such as fees, materials, textbooks, software (educational technology excluding internet and computers)
- Ensure you request sufficient funds to cover your costs. You can provide an estimate if exact amounts are not available yet. You only get approved for the specific maximum amount you have requested. You may submit an additional application addendum later if unforeseen expenses arise, however there is no guarantee you will receive additional funds to your original application.
- 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.”
- It is advised you consult the CCFA Contract Management Chair for advice about taking a leave, and the difference between a ULOA and a Professional Development ULOA.
- **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](#)

Eligibility

- In-house activities are allocated for groups of CCFA faculty engaged in professional development (both Term and Continuing).
- Activities considered will be those 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.
- Though these activities often take the form of inter-departmental workshops open to all interested faculty, the Committee is open to other suggestions. (e.g. group-discount subscriptions and memberships, or department specific topics).
- Applications will be considered in relation to the number of faculty members to be reached, cost-saving measures taken, and relevance to professional development.
- Refreshments at events are not eligible for funding unless needed to fulfill cultural enrichment of the activity.
- For Indigenous experiential learning, provide explanation about any cultural considerations such as food, tobacco or Elder honorariums (The maximum for honorariums is \$500).

Application Process

- 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.
- The successful applicant is responsible for making all the arrangements and payments for the activity, then submitting receipts for reimbursement. The CCFA can help out with these costs by providing you with a 70% advance on expenses, and can directly make a payment to an external facilitator who submits an invoice. Transferring funds between college departments is not a viable option.
- 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 any 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](#)

Eligibility

- These funds are available to both Continuing and Term Faculty.
- Term faculty can apply for pre-approved funds during any term they are working, but cannot apply during a term they are not working.
- 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 can 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. Canadian Association Schools of Nursing On-Line Nurse Educator Certificate (CASN)
2. 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
3. Facilitating Learning Online-Fundamentals Instructional Skills workshops through Royal Roads

University or BC Campus.

4. FOODSAFE: All FOODSAFE Courses (online or in-person).
5. 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).
6. Provincial Instructor Diploma Program (PIDP) courses, including prior learning assessments for this program (online or local offerings only)
7. ProSIT Courses: Leadership Development Certificate courses and Computer software/Microsoft courses
8. Psychological First Aid, online course only (e.g. Red Cross, JIBC. Alert First Aid)
9. S'TENISTOLW Conference, Camosun (limited pre-approved spots)
10. Vancouver Community College Certificate in Online/eLearning Instruction (on-line only).

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 enrolment limits. 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
- Instructional Skills Workshop (ISW)
- 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 noon on the **Thursday before the meeting**, in order to be reviewed at that meeting. ([Check CCFA website for submission deadlines](#)).
4. Applications received late (according to deadlines in table below) 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.
 - Q1: April 1 – June 30
 - Q2: July 1 – September 30
 - Q3: October 1 – December 31
 - 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.