

Arts Humanities Professional Development Fund

2020/2021 Guidelines

Effective 1 May 2020 - 30 April 2021

To: Departments designated Arts-Humanities in the Collective Agreement 16.01 (a) (ii):
Creative Writing/ Education Assistant/ Educational Studies/ English/ Fine Arts /
Interdisciplinary Expressive Arts/ Language and Cultures/ Music / Philosophy

From: Arts-Humanities Professional Development Committee (members listed below)

Preamble and Explanation of Changes

Fund Allowance

At the end of 2018/2019 the Arts-Humanities Professional Development Committee reviewed the PD Arts Humanities funding patterns. For several years we had had an ongoing, generous surplus of unclaimed funds. We decided to increase the base amount for 2019/2020 from \$2000 per faculty to \$3000 per faculty. The fund was well subscribed in 2019/2020 due to several circumstances, including the Congress being held in Victoria this year and attracting a lot of local participation from KPU. Although we feel we met our goal of increasing fund subscription, in honoring our commitments to support increased faculty PD requests, the fund became over-subscribed. The funds roll over every year and so we will be able to recover our fund within one to two of years if we are careful now. We have chosen to reduce the available funds to \$500 per faculty this year in order to recover the fund. Due to these circumstances we will also not be considering exceptional requests, department event requests or requests from NR1 faculty this year. Full details of eligibility and guidelines are below.

Flexibility of Guidelines

In light of COVID-19, many of us will be reconsidering how we might use our PD funds, as it is fairly certain that travel to conferences will remain restricted. With these issues at play, we decided to maintain our category guidelines but to offer the option for faculty to use their own discretion in relation to how much of the PD funds they wish to use within each category. Full details below.

Tangibles, PD and Employer Responsibilities

We have decided to maintain the Tangibles category this year, due to the extenuating circumstances we face with COVID-19 and the potential of moving online for a portion of our teaching year. However, we would like to reiterate and support our KFA in stating that *the tools necessary for course delivery remain the responsibility of the employer*. We urge you to consider whether tangibles you might be interested in purchasing are better suited to be requested of your employer rather than this fund. If you do request tangibles such as computer equipment, please be prepared to justify its professional development uses.

GUIDELINES FOR INDIVIDUAL ARTS HUMANITIES PD FUNDING

1.1 CATEGORIES IN ARTS HUMANITIES PD

Faculty in departments identified as Arts Humanities (as above) may apply for monies from these funds to support professional development activities such as the following:

- **PD PRESENTING**
 - Researching, preparing and presenting papers or creative work at conferences, festivals or professional venues
 - Actively participating in panels at conferences, festivals or professional venues: facilitating, leading, performing or responding
- **PD ATTENDING**
 - Attending conferences, workshops, courses, festival and art exhibitions for the purposes of research and professional development
 - Undertaking executive duties at conference meetings of professional organizations
- **PD TANGIBLES**
 - Tangibles, subscriptions, and professional memberships such as MLA, ACCUTE, and CPA/ACP
- **PD DEPARTMENT EVENTS - not available 2020/2021**
 - Department professional development events such as facilitated retreats, workshops, presentations or trainings
- **PD EXCEPTIONAL REQUESTS - not available 2020/2021**
 - Exceptions to the maximum individual annual funding may be made in special circumstances. The decision to approve or deny the exceptional request will be made by the Arts Humanities PD Committee as a whole.

1.2 CONSIDERATIONS

- When considering applications, the Committee takes into account the **professional development relevance** of the event or activity and its relation to the applicant's work as a faculty member at KPU.
- The Committee will only consider funding tuition for courses or workshops that contribute to a faculty member's discipline-based knowledge or that develop skills applicable to one's professional practice of teaching.
- PD funds will not be approved to fund personal projects.
- Please do not confuse Arts Humanities PD Tangibles funds with the institution-wide Personal Professional Development Funds [\$100 maximum per year] as administered under the separate Collective Agreement item 16.04.

2.1 ELIGIBILITY AND MAXIMUM FUNDING AMOUNT

The maximum amount any one faculty member may be funded for any combination of events, activities or tangibles will be \$500 for the 2020/2021 academic year: May 1 - April 30. Clause 16.01.g of the Collective Agreement (April 1, 2014-March 31, 2019) allocates \$700.00 into the PD Humanities fund per FTE faculty member per year. Due to circumstances outlined above, we are holding back a portion of this total this year in order to recover the fund so that we will be able to increase allotments in the future.

2.2 ELIGIBLE EXPENSES – PD PRESENTING and PD ATTENDING

- Travel (airfare and ground transportation, not cancellation insurance)
- Mileage @ Collective Agreement rate (currently 55 cents per kilometer)
- Maximum \$20 per day for mileage and parking at activities in the Lower Mainland
- Accommodation
- Meals - \$75 day, maximum seven days (receipts are **not** required)
- Registration fees for the conference or workshop

2.3 ELIGIBLE EXPENSES – PD TANGIBLES

- Course and research related materials
 - books, DVDs, software, fine art studio supplies, music supplies such as strings, reeds, and other related materials. Electronic equipment such as computers, laptops, tablets. Please note: *the tools necessary for online course delivery remain the responsibility of the employer.*
- Subscriptions and memberships in professional organizations such as MLA, ACCUTE, and CPA/ACP

2.4 ELIGIBLE EXPENSES – PD DEPARTMENT - not available in 2020/2021

- Up to \$60 per faculty member of the department
- Costs for department retreats, workshops, presentations or professional development trainings
- Department Chairs or designates (approved chair of planning committee) must apply in the name of the Department, not as an individual

2.5 ELIGIBLE EXPENSES – EXCEPTIONAL REQUESTS – not available in 2020/2021

- Special consideration for unique, one-of-a-kind opportunities
- If granted, faculty are asked not request funding for two or three years subsequently.
- Exceptional requests should be made well in advance of the activity as the decision needs the approval of the Arts Humanities PD Committee as a whole.

2.6 NON-REGULAR FACULTY (NR2)

- NR-2 faculty may apply for support up to the same maximum as regular faculty.
- Consideration will be given to the timing of an event: you should be employed by KPU when the event for which you desire funding is taking place.
- If you receive support from PD funds, you should identify your affiliation with KPU when you attend your event.

2.7 NON-REGULAR FACULTY (NR1) – not available in 2020/2021

- Consideration will be given to the timing of an event: you should be employed by KPU when the event for which you desire funding is taking place.
- If you receive support from PD funds, you should identify your affiliation with KPU when you attend your event.

2.8 PD ADVANCES – not available

- The Arts Humanities PD Committee has discontinued the practice of approving advances.

3.1 PD APPLICATION PROCESS AND INFORMATION

- All PD Applications are to be **submitted electronically**, including receipts (a photocopy or scan of all receipts).
- Fill in the [Professional Development Application Form](#) in as much detail as possible
- Please explain the ways in which the activity is relevant to your professional development. The Arts Humanities PD Chair welcomes extra information (250 words maximum) and keeps it on file.
- Affix your signature either digitally, or by printing out a hardcopy, signing, and then scanning it back into electronic form.
- Submit to the current [Arts Humanities PD Chair](#) (full details below)
- Please **do not** submit via campus mail at this time.
- **Do not** send your application form to the Office of the Dean of Arts.

3.2 PD TANGIBLES APPLICATIONS

- All PD Applications are to be **submitted electronically**, including receipts (a photocopy or scan of all receipts).
- When applying for funds in the PD TANGIBLES category, submit both a [Professional Development Application Form](#) and the [PD Expense Report \(fillable\)](#) (Expense Report A1001) with receipts at the same time.
- Affix your signature either digitally, or by printing out a hardcopy, signing, and then scanning it back into electronic form.
- Submit to the current [Arts Humanities PD Chair](#) (see below) with receipts attached.
- Please submit the PD Application and PD Expense report as **separate files** for recordkeeping purposes. You may submit receipts either separately or in a single file with the Expense report.
- We **do not** require hardcopies of the application or the receipts. Keep for your records.
- Please **do not** submit via campus mail at this time.

4.1 CLAIMING EXPENSES

- All PD Expense claims are to be **submitted electronically**, including receipts (a photocopy or scan of all receipts).
- Fill in the [PD Expense Report \(fillable\)](#) (Expense Report A1001) **within 30 days** of the completion of the activity.
- Affix your signature either digitally, or by printing out a hardcopy, signing, and then scanning it back into electronic form.
- Submit the PD Expense Report along with copies of your receipts electronically.
- Submit to the current [Arts Humanities PD Chair](#) (see below) with receipts attached.
- We **do not** require hardcopies of the expense report or the receipts. Keep for your records.
- A reminder: when applying for funds in the Tangibles category, submit **both** the Application Form **and** the Expense Report with receipts **at the same time** but as **separate files**.
- Any failure to use the proper PD Application and Expense forms will cause delays.
- Seek out your Departmental PD Committee representative (below) for help as needed.

4.2 POST-EVENT APPLICATIONS

- We strongly recommend that you apply for funding **before** the event or activity.
- No expenses for your post-event request can be reimbursed without an approved PD Application Form.
- If you seek funds after the fact, you must submit the usual [Professional Development Application Form](#) together with the [PD Expense Report \(fillable\)](#) (=Expense Report A1001) with all receipts attached.

4.3 ADDITIONAL KPU FACULTY PD RESOURCES

- In addition to the Arts Humanities PD funds, faculty members may access funding and benefits from these sources:
 - Educational Leave
 - .6% Faculty PD Fund
 - KPU Personal PD Fund (\$100.00 per annum). Use Form 1001 and send **directly to Finance** at Langley. Do **not** send to the PD Committee Chair.
- See the Collective Agreement for details on how to apply for these.

Arts Humanities PD Committee Members, May 2020-April 2021

Päivi Koskinen (Chair) Paivi.Koskinen@kpu.ca	LANC / Languages and Cultures
Nicola Harwood	CRWR /Creative Writing
Victoria Johnston-Hatch	EDAS / Education Assistant
Sarah Hickenbottom	EDST / Educational Studies
Andrew Bartlett	ENGL / English (also Arts Humanities Educ Leave Rep)
Maria Anna Parolin	FINA / Fine Arts
Meijane Quong	MUSI / Music
Melinda Hogan	PHIL / Philosophy

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