

Arts Humanities Professional Development Fund 2022/2023 Guidelines

Effective 1 May, 2022 - 31 March, 2023

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/Policy Studies

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

Fund Allowance

Following are the important changes to this year's guidelines:

- Annual allowance maximum for 2022/2023: **\$1250.00** per faculty.
- NR1 faculty are eligible to apply for up to **\$500.00** per faculty.
- Department event requests are once again **eligible** (see guidelines)
- **No** exceptional requests
- 2022/2023 PD Humanities activity calendar runs May 1, 2022 - **March 31, 2023**.

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, software and professional memberships such as MLA, ACCUTE, and CPA/ACP. All tangibles must meet PD guidelines.
- **PD DEPARTMENT EVENTS**
 - Department professional development events such as facilitated retreats, workshops, presentations or trainings. Departments must first apply to the KPU Employee Engagement fund for eligible Department PD activities.
- **PD EXCEPTIONAL REQUESTS - not available 2022/2023**

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 \$1250.00** for the 2022/2023 academic year: May 1 – March 31.

2.2 ELIGIBLE EXPENSES – PD PRESENTING and PD ATTENDING

- Travel (airfare and ground transportation, not cancellation insurance)
- Mileage @ Collective Agreement rate (51 cents per kilometer in April 2022)
- 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

- Subscriptions and memberships in professional organizations such as MLA, ACCUTE, and CPA/ACP
- Course and research related materials
 - books, DVDs, software, fine art studio supplies, music supplies such as strings, reeds, and other related materials. Specialized electronic equipment that is particularly needed in relation to professional development. Please explain the professional development relevance in your application.
 - Please note: *The tools necessary for online course delivery remain the responsibility of the employer. Computer equipment needed for teaching will not be funded.*

2.4 ELIGIBLE EXPENSES – PD DEPARTMENT

- Departments must **first** apply to the [KPU Employee Engagement fund](#) for eligible Department PD activities.
- Once the department has exhausted the KPU Employee Engagement fund, departments may apply to PD Humanities for up to \$50 per faculty member of the department for:
 - Costs for department retreats, workshops, presentations or professional development training
- 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 2022/2023

- 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)

- The maximum amount any one NR1 faculty member may be funded for any combination of events, activities or tangibles will be \$500 for the 2022/2023 academic year.
- In your application, please self-identify as NR1.
- 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 (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. All forms MUST be signed!
- Submit to the current [Arts Humanities PD Chair](#) (full details below).
- Due to COVID, travel restrictions are still in force at KPU. If your approved application contains travel that includes overnight stay, you must also fill in an [Travel Request Authorization Form](#) and send it directly to arts.funding@kpu.ca. The form must be approved by the Dean.
- Please **do not** submit scans of old print forms. Use the current forms from the links above.
- **Do not** send the applications as photographs (e.g., .jpg, .png). It is not possible for the Arts Humanities PD Chair and an Associate Dean to add signatures to photos.
- **Do not** submit via campus mail at this time.
- **Do not** send your application form to the Office of the Dean of Arts or the expense report to Finance. The [Arts Humanities PD Chair](#) is the appropriate contact person.

3.2 PD TANGIBLES APPLICATIONS

- All PD Applications are to be **submitted electronically**, including scans of all receipts.
- When applying for funds in the PD TANGIBLES category, submit both a [Professional Development Application Form](#) and the [Faculty PD Expense Report form](#) **with receipts at the same time**. (Note that the Faculty PD Expense Report form is different from the regular A 1001 Expense Report form.)
- Affix your signature either digitally, or by printing out a hardcopy, signing, and then scanning it back into electronic form. All forms MUST be signed!
- If you claim expenses in any currency other than Canadian dollars, you must provide supporting evidence of the conversion as either a credit card statement showing the CAD equivalent paid **OR** a screen grab from a currency conversion website such as from the Bank of Canada (<https://www.bankofcanada.ca/rates/exchange/currency-converter>).
- 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** as they are submitted to different administrators. You may submit receipts either separately or in a single file with the Expense report.
- Please **include your name** in each individual file label, including receipts.
- 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 a scan of all receipts.
- Please **include your name** in each individual file label, including receipts.
- Fill in the [Faculty PD Expense Report form](#) **within 30 days** of the completion of the activity. (Note that this is different from the regular A 1001 Expense Report form.)
- Affix your signature either digitally, or by printing out a hardcopy, signing, and then scanning it back into electronic form. All forms MUST be signed!
- If you claim expenses in any currency other than Canadian dollars, you must provide supporting evidence of the conversion as either a credit card statement showing the CAD equivalent paid **OR** a screen grab from a currency conversion website such as from the Bank of Canada (<https://www.bankofcanada.ca/rates/exchange/currency-converter>).
- 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** any 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, submit the usual [Professional Development Application Form](#) together with the [Faculty PD Expense Report form](#) with all receipts attached.

4.3 YEAR-END DEADLINE

- You may send in your applications for events or tangibles at any time during the fiscal year; there is no need to wait. This year the Arts Humanities Faculty PD Committee will adjust to the KPU Finance fiscal year dates, which makes the deadline for submission of applications, expense reports and receipts **MARCH 15, 2023**. Mark your calendars! Forms received after this date will be reimbursed from the 2023-24 funds.

4.4 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.
 - KPU Employee Engagement fund for departmental events.
- See the Collective Agreement for details on how to apply for these.

Arts Humanities PD Committee Members, May 1, 2021-March 31, 2022

Päivi Koskinen (Chair) Paivi.Koskinen@kpu.ca	LANC / Language and Cultures
Nicola Harwood	CRWR /Creative Writing, IDEA/Interdisciplinary Expressive Arts
Victoria Johnston-Hatch	EDAS / Education Assistant
Sarah Hickinbottom	EDST / Educational Studies
Heather Cyr	ENGL / English
Maria Anna Parolin	FINA / Fine Arts (also Humanities Ed Leave Committee Rep)
Melinda Hogan	PHIL / Philosophy

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