

Arts Humanities Professional Development Fund

2024/2025 Guidelines

Effective 1 April, 2024 - 31 March, 2025

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

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

IMPORTANT CHANGE: In order to distribute committee workload, all PD applications will now be submitted to the PD Committee Rep responsible below:

Applications from Faculty in **CRWR, IDEA, ENGL, MUSI**

Submit to: Co-Chair Greg Chan, Greg.Chan@kpu.ca

Applications from Faculty in **EDST, FINA, POST**

Submit to: Co-Chair Sarah Hickinbottom: Sarah.Hickinbottom@kpu.ca

Applications from Faculty in **EDAS, ENTA, PHIL, LANC**

Submit to: Co-Chair Victoria Nicholson: Victoria.Nicholson@kpu.ca

FUND ALLOWANCES

- Annual allowance maximum for 2024/2025: **\$2000.00** per faculty.
- NR1 faculty are eligible to apply for up to **\$975.00** per faculty.
- Department event requests are eligible (see guidelines).
- No exceptional requests.
- 2024/2025 PD Humanities activity calendar runs April 1, 2024 - March 31, 2025.
- Applications for this fiscal year must be submitted no later than **March 8, 2025**. Forms received after this date will be reimbursed from the 2025-26 funds.
- Claims (expense reports & receipts) for this fiscal year must be submitted no later than **March 15, 2025**. Forms received after this date will be reimbursed from the 2025-26 funds.

GUIDELINES FOR INDIVIDUAL ARTS HUMANITIES PD FUNDING

1. CATEGORIES IN ARTS HUMANITIES PD

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

PD PRESENTING

- Researching, preparing and presenting research or creative work at conferences, festivals, professional, cultural or community-based events.
- Actively participating in conferences, festivals, professional, cultural or community events: hosting, facilitating, leading, performing or responding.
- Supporting processes of public or creative scholarship and engagement including those that center decolonial relationship and community building and that may
- not follow conventional models of professional development.

PD ATTENDING

- Attending conferences, workshops, courses, festivals, professional, cultural or community events: hosting, facilitating, leading, performing or responding.
- Supporting processes of public or creative scholarship and engagement including those that center decolonial relationship and community building and that may not follow conventional models of professional development.
- Undertaking executive duties at conference meetings of professional organization.

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 2024/2025

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 [\$250 maximum per year] as administered under the separate Collective Agreement item 16.04. The Personal Professional Development application is submitted directly to **Finance**.

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 \$2000.00 for the 2024/2025 academic year: April 1 – March 31.

2.2 ELIGIBLE EXPENSES – PD PRESENTING and PD ATTENDING

- Travel (airfare and ground transportation, not cancellation insurance).
- Mileage @ Collective Agreement rate (currently \$.545 per kilometer).
- Maximum \$30 per day for mileage and parking at activities in the Lower Mainland.
- Accommodation.
- Meals \$119.75 day, maximum seven days (receipts are **not** required).
- Registration fees for the conference or workshop.
- Rental fees for community presentation space.
- Food and beverage expenses for community-based events.
- Promotional costs of community-based events.
- Assistance toward publication or other costs related to public dissemination of scholarship
- Payment to community members when engaging in relationship and community building as part of professional development and public, decolonial or creative scholarship
- Honorariums to participants for consultation, collaboration or exchange when organizing a public, research, creative or community event

2.3 ELIGIBLE EXPENSES – PD TANGIBLES

- Subscriptions and memberships in professional organizations such as MLA, ACCUTE, and CPA/ACP. Memberships in cultural or community organizations integral to the faculty member's work at KPU.
- 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 be prepared to explain the professional development relevance.
 - 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: department retreats, workshops, presentations, 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 2024/2025

2.6 NON-REGULAR FACULTY (NR2)

- NR-2 faculty may apply for support up to the same maximum as regular faculty.
- NR-2 faculty must be employed by KPU when the event takes place for which the funding is requested.
- If you receive support from PD funds, please identify 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 \$975 for the 2024/2025 academic year.
- NR-1 faculty must be employed by KPU when the event takes place for which the funding is requested.
- If you receive support from PD funds, please identify affiliation with KPU when you attend your event.
- Please self-identify as NR1 in your application.

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 **submitted electronically**.
 - (1) 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 Chairs welcome extra information (250 words maximum) and keep it on file.
 - (2) Affix your signature digitally, OR edit and attach a scanned signature, OR print out a hardcopy, sign, and scan back into electronic form.
 - (3) Label your form: **lastname.initial PDA 2024-2025**
 - (4) If your application contains travel that includes overnight stay, you must also fill in the “Travel Information” portion of the **Travel Request Authorization Form** (TRF). **Do not sign** the form; it must be approved by the Dean and the Provost. Send this form, along with the Professional Development Application Form, to the appropriate **Arts Humanities PD Co-chair**. Make sure to submit the form at least three weeks before your departure date.
 - (5) Submit to the appropriate **Arts Humanities PD Co-chair** (full details below)
 - (6) Seek out your Departmental PD Committee representative (below) for help as needed.
- **Do not** send any part of your application directly to the Office of the Dean of Arts.

3.2 PD TANGIBLES APPLICATIONS

- All PD forms are to be **submitted electronically**, including scans of all receipts.
 - (1) 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**, but as **separate files**.
 - (2) Affix your signature digitally, OR by pasting a scanned signature to the excel form, OR by printing out a hardcopy, signing, and then scanning back into electronic form.
 - (3) Include ALL receipts. Please be mindful to match the order of receipts listed on the expense form to the order in which they present on your scan. Please label CLEARLY.
 - (4) If you claim expenses in any currency other than Canadian dollars, you must provide supporting evidence of the conversion rate as either a credit card statement showing the CAD equivalent paid **OR** a screenshot from a currency conversion website such as the Bank of Canada (<https://www.bankofcanada.ca/rates/exchange/currency-converter>).
 - (5) Label your application form: **lastname.initial PDA 2024-2025** and your expense report: **lastname.initial PDE 2024-2025**. Please label each receipt clearly, including your name.
 - (6) Submit to the current **Arts Humanities PD Co-chair** (see below).
 - (7) Please submit the PD Application and PD Expense report as **separate files** for processing purposes. You may submit receipts separately or in a single file with the Expense report.
 - (8) Seek out your Departmental PD Committee representative (below) for help as needed.
 - (9) We **do not** require hardcopies of the forms or the receipts. Keep for your records.

4.1 CLAIMING EXPENSES

- All PD Expense claims are to be **submitted electronically**, including scans of receipts.
 - (1) Fill in the **Faculty PD Expense Report form** **within 30 days** of the completion of the activity. (Note that this is a **different form** from the general KPU expense report.)
 - (2) Affix your signature by pasting a scanned signature to the excel form, OR by printing out a hardcopy, signing, and then scanning back into electronic form.
 - (3) 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 screenshot from a currency conversion website such as from the Bank of Canada (<https://www.bankofcanada.ca/rates/exchange/currency-converter>).
 - (4) Label your expense report: **lastname.initial PDE 2024-2025**. Please label each receipt clearly, including your name. You may submit receipts separately or in a single file with the Expense report.
 - (5) Submit to the current **Arts Humanities PD Co-chair** (see below).
 - (6) We **do not** require hardcopies of the forms or receipts. Keep for your records.

- (7) 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**.
- (8) Any failure to use the proper PD Application and Expense forms will cause delays.
- (9) Seek out your Departmental PD representative for help as needed.

4.2 POST-EVENT APPLICATIONS

- We **strongly** recommend that you apply for funding **before** any event or activity.
- Any application involving travel with overnight stay **will not** be reimbursed without **prior** approval.
- No expenses for your post-event request can be reimbursed without an approved PD Application Form.
- If you seek funds for a local event or activity after the fact, you must submit the usual **Professional Development Application Form** together with the **Faculty PD Expense Report form** 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 (application dates June 1, October 1, February 1)
 - KPU Personal PD Fund (\$250.00 per annum). Use Form A1002, with the first line reading "*Personal Professional Development \$250.*" Send **directly to Finance** at Langley. Do **not** send to the PD Committee Chair.

See the Collective Agreement for further details on how to apply for these.

Arts Humanities PD Committee Members, April 1, 2024-March 31, 2025

Please direct your PD inquiries to your department representative, who is your first point of contact. The Arts Humanities PD co-chairs can be consulted for further clarification.

Name	Role	Home Department(s)
Greg Chan Greg.Chan@kpu.ca	Co-chair overseeing CRWR, ENGL, IDEA, MUSI applications and the Educational Leave Committee representative	ENGL / English
Sarah Hickinbottom Sarah.Hickinbottom@kpu.ca	Co-chair overseeing EDST, FINA, POST applications	EDST / Educational Studies
Victoria Nicholson Victoria.Nicholson@kpu.ca	Co-chair overseeing EDAS, ENTA, PHIL, LANC applications	EDAS / Education Assistant
Nicola Harwood Nicola.Harwood@kpu.ca	Department contact	CRWR /Creative Writing, IDEA/Interdisciplinary Expressive Arts
Brett Vanderkist Brett.Vanderkist@kpu.ca	Department contact	ENTA / Entertainment Arts
Maria Anna Parolin Mariaanna.Parolin@kpu.ca	Department contact	FINA / Fine Arts
Melinda Hogan Melinda.Hogan@kpu.ca	Department contact	PHIL / Philosophy