

# Arts-Humanities Professional Development Fund 2025-2026 Guidelines

Effective 1 April 2025 - 31 March 2026

**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

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**IMPORTANT CHANGE:** In order to distribute committee workload, all PD applications and claims will now be submitted to your **departmental PD Committee Representative** (see table on last page)

## PURPOSE OF THE PD FUND AND THE PD COMMITTEE

In accordance with the Collective Agreement (16.01 g), a budget of **\$700 for each full-time equivalent faculty member** within the Arts-Humanities division is allocated to your PD Committee at the start of the fiscal year to fund professional development activities, events, and tangibles that maintain the faculty member's currency in their field. PD Committee members are responsible for managing the fund, adjudicating applications, and approving all related expenses. Please note that this is a collegial committee run by elected faculty representatives from the participating departments and is separate from the Arts-Social Sciences PD Committee. The committee approves all PD applications and expense reports, whereas administration is the disbursement signature for Finance.

## KEY DATES & DEADLINES

- The 2025-2026 PD calendar runs from **April 1, 2025 to March 31, 2026**.
- Applications for this fiscal year must be submitted on or before **March 8, 2026**.
- Claims (expense reports and receipts) must be submitted on or before **March 15, 2026**.
- Applications (including for tangibles) received after March 8, 2026 will be reimbursed from the 2026-2027 budget.

## \*NEW FUND ALLOWANCES

- Annual allowance maximum for 2025-2026: **\$2200.00** per Regular and NR2 faculty member
- Annual allowance maximum for 2025-2026: **\$1100.00** per NR1 faculty member
- **PD Tangibles maximum** for 2025-2026: **\$1000.00** per faculty member (this amount is part of the \$2200, NOT in addition to it)
- Department event requests are eligible (see under "Categories")
- No exceptional requests

## 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 that include the following categories:

#### 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 2025-2026

### 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, and tangibles will be \$2200.00 for the 2025-2026 fiscal year: April 1 – March 31.

## 2.2 ELIGIBLE EXPENSES – PD PRESENTING and PD ATTENDING

- Travel (airfare and ground transportation, not cancellation insurance)
- Ground transportation may include a tip up to 15%
- Mileage @ Collective Agreement rate (**\*NEW: \$0.60 per kilometer**)
- Maximum \$30 per day for mileage and parking at activities in the Lower Mainland
- Accommodations
- Meals \$119.75 day, maximum seven days (receipts are **not** required for per diems)
- 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 2025-2026

### 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 \$1,100 for the 2025-2026 fiscal 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 PD 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 2025-2026**.
  - (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 if the trip is international). Send this form, along with the Professional Development Application Form, to the appropriate **Arts-Humanities PD Committee representative for your department**. Make sure to submit the form at least three weeks before your departure date.

- **Do not** send any part of your application directly to the Office of the Dean of Arts or the Provost's Office. It must be approved by the PD Committee first before it proceeds.

### 3.2 PD TANGIBLES APPLICATIONS

- All PD forms are to be **submitted electronically**, including scans of all receipts.
  - (1) **\*NEW:** Before purchasing anything, **consult with your PD representative to see if your choice of tangibles qualifies for funding**. Once pre-approved, you are ready to apply.
  - (2) 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**.
  - (3) Include ALL receipts and collate as one attachment in the same order as listed on the expense report. Please be mindful to match the order of receipts listed on the expense form to the order in which they present on your scan. Label them CLEARLY.

### 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 2025-2026**. 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 Committee representative** (see below).
  - (6) We **do not** require hardcopies of the forms or receipts. Keep for your records.
  - (7) Any failure to use the proper PD Application and Expense forms will cause delays.

### 4.2 POST-EVENT APPLICATIONS

- PD applications submitted after completing a PD activity will not be accepted. It is recommended that you **submit a PD application a minimum of 3 weeks out from an event**

- **to secure approval** and travel request authorization (if applicable).
- 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 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, 2025 - March 31, 2027

Please direct your PD inquiries to your department representative, who is your first point of contact. The Arts-Humanities PD chair can be consulted for additional clarification. According to the Collective Agreement 16.01 (b), the committee members and chair are elected for a two-year appointment.

Name	Role	Department(s)
Victoria Nicholson <a href="mailto:Victoria.Nicholson@kpu.ca">Victoria.Nicholson@kpu.ca</a>	Chair	EDAS / Education Assistant, MUSI/Music
Kirsten Alm & Gillian Dearle <a href="mailto:Kirsten.Alm@kpu.ca">Kirsten.Alm@kpu.ca</a> <a href="mailto:Gillian.Dearl@kpu.ca">Gillian.Dearl@kpu.ca</a>	Department representatives	ENGL / English
Robert Gelineau <a href="mailto:Robert.Gelineau@kpu.ca">Robert.Gelineau@kpu.ca</a>	Department representative	FINA / Fine Arts
Sarah Hickinbottom <a href="mailto:Sarah.Hickinbottom@kpu.ca">Sarah.Hickinbottom@kpu.ca</a>	Department representative	EDST / Educational Studies, POST/Policy Studies
Nicola Harwood <a href="mailto:Nicola.Harwood@kpu.ca">Nicola.Harwood@kpu.ca</a>	Department representative	CRWR /Creative Writing, IDEA/Interdisciplinary Expressive Arts
Holly Longair & Leland Harper <a href="mailto:Holly.Longair@kpu.ca">Holly.Longair@kpu.ca</a> <a href="mailto:Leland.Harper@kpu.ca">Leland.Harper@kpu.ca</a>	Department representatives	PHIL / Philosophy
Yoko Morishita-Houghton <a href="mailto:Yoko.morishitahoughton@kpu.ca">Yoko.morishitahoughton@kpu.ca</a>	Department representative	LANC/Languages and Cultures
Brett Vanderkist & Cody Galbraith <a href="mailto:Brett.Vanderkist@kpu.ca">Brett.Vanderkist@kpu.ca</a> <a href="mailto:Cody.Galbraith@kpu.ca">Cody.Galbraith@kpu.ca</a>	Department representatives	ENTA / Entertainment Arts
Vacant	Department representative	MUSI/Music
Vacant	Department representative	POST/Policy Studies