

# Arts-Humanities Professional Development Fund 2026-2027 Guidelines

Effective 1 April 2026 - 31 March 2027

**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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Please submit your PD applications and expense sheets 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 the PD Committee at the start of the fiscal year to fund professional development activities, events, and tangibles that maintain the faculty members' 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 Arts-Humanities PD committee approves all PD applications and expense reports, whereas administration provides the disbursement signature for Finance.

## KEY DATES & DEADLINES

- The 2026-2027 PD calendar runs from **April 1, 2026 to March 31, 2027**.
- **Applications** for this fiscal year must be submitted on or before **March 8, 2027**.
- **Claims (expense reports and receipts)** must be submitted on or before **March 15, 2027**.
- Applications (including for tangibles) received after March 8, 2027 will be reimbursed from the 2027-2028 budget.

## FUND ALLOWANCES

- Annual allowance maximum for 2026-2027: **\$2200.00** per Regular and NR2 faculty member (Please indicate NR2 beside your name on the PDA and PDE forms)
- Annual allowance maximum for 2026-2027: **\$1100.00** per NR1 faculty member (Please indicate NR1 beside your name on PDA and PDE forms)
- **PD Tangibles maximum** for 2026-2027: **\$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 and no advances

## 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 in person or online conferences, workshops, courses, festivals, professional, art exhibitions, cultural or community events for the purposes of research and/or professional development.
- 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 a professional organization.

#### PD TANGIBLES

- Tangibles such as books, subscriptions, software, and professional memberships such as MLA, ACCUTE, and CPA/ACP. All tangibles must meet PD guidelines.
- Where possible, desk copies should be sourced from publishers.

#### 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.

#### CONSIDERATIONS

- When considering applications, the Committee takes into account the **professional development relevance** of the event or activity 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 ELIGIBLE EXPENSES – PD PRESENTING and PD ATTENDING

A PD expense should meet “reasonable expense” criteria: “An expense that, in its amount and nature, demonstrates prudence, good judgement, and due diligence; reflects moderation and defensibility to an impartial observer.”

- Travel (economy-class airfare and ground transportation, not cancellation insurance)
- Ground transportation may include a tip up to 15%
- Mileage @ Collective Agreement rate (**\$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)
  - Meals will be covered for local events.
  - Meals will not be covered for online events.
- 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 (including translation and editorial service)
- 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

## 2.2 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. The application must clearly explain the professional development relevance, including the benefit to the faculty member and the university.
  - Please note: *the tools necessary for online course delivery remain the responsibility of the Employer. Computer equipment needed for teaching will not be funded.*

## 2.3 ELIGIBLE EXPENSES – DEPARTMENT PD

- 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.

## 2.4 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.

## 2.5 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 2026-2027 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 on the same line as your name in your PD application.**

## 2.6 PD ADVANCES – not available

- The Arts-Humanities PD Committee does not approve 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. A typed name is not sufficient.
  - (3) Label your forms: **lastname.initial PDA 2026-2027 (Smith.J PDA 2026-2027)**
  - (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](#) (TRA). Label the form **lastname.initial TRA 2026-2027 (Smith.J TRA 2026-2027)** **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. The PD Chair will submit materials to the Dean's office and to Accounts Payable.

### 3.2 PD TANGIBLES APPLICATIONS

- All PD forms are to be **submitted electronically**, including scans of all receipts.
  - (1) 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 2026-2027 (Smith.J PDE 2026-2027)**. 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) Failure to use the proper PD Application and Expense forms and failure to fill them out correctly 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 your PD Committee representative or Chair.

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

### Arts-Humanities PD Committee Members: April 1, 2026 - March 31, 2027

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 additional clarification. According to the Collective Agreement 16.01 (b), the committee members and chair are elected for a two-year appointment. Also, according to the Collective Agreement, the Educational Leave representative is elected from the PD committee for a two-year term.

Name	Role	Department(s)
Victoria Nicholson <b><u>Victoria.Nicholson@kpu.ca</u></b>	Dept. Rep. & Co-Chair	EDAS/Education Assistant, MUSI/Music
Kirsten Alm <b><u>Kirsten.Alm@kpu.ca</u></b> Gillian Dearle <b><u>Gillian.Dearle@kpu.ca</u></b>	Dept. Rep. & Ed. Leave Rep. Dept. Rep. & Co-Chair	ENGL/English
Maria Anna Parolin <b><u>MariaAnna.Parolin@kpu.ca</u></b>	Department Representative	FINA/Fine Arts
Sarah Hickinbottom <b><u>Sarah.Hickinbottom@kpu.ca</u></b>	Dept. Rep. & Co-Chair	EDST/Educational Studies, POST/Policy Studies
Byron Peters <b><u>Byron.Peters@kpu.ca</u></b>	Department Representative	CRWR/Creative Writing, IDEA/Interdisciplinary Expressive Arts
Puqun Li <b><u>Puqun.Li@kpu.ca</u></b>	Department Representative	PHIL /Philosophy
Yoko Morishita-Houghton <b><u>Yoko.MorishitaHoughton@kpu.ca</u></b>	Department Representative	LANC/Languages and Cultures
Brett Vanderkist <b><u>Brett.Vanderkist@kpu.ca</u></b> Cody Galbraith <b><u>Cody.Galbraith@kpu.ca</u></b>	Department Representative Department Representative	ENTA/Entertainment Arts
Vacant	Dept. Rep.	MUSI/Music
Vacant	Dept. Rep.	POST/Policy Studies

#### Co-Chair Area Coverage

Victoria: EDAS, MUSI, ENTA, LANC

Sarah: EDST, POST

Gillian: ENGL, FINA, CRWR, IDEA