

**Academic and Career Advancement & Student Services
(ACA & SS)
Faculty PD Committee Guidelines-updated October 21, 2019**

Intent of the ACA & SS PD Committee

The committee aims to promote Professional Development opportunities for personal and professional growth for all faculty members in our grouping. The proposed activity should be of professional benefit to the faculty member and the Employer. The committee plans to manage the PD budget without overspending within a fiscal year (April 1- March 31).

PD Funds

The ACA & SS PD budgets are calculated based on the number of faculty employed in the ACA & SS grouping on October 31st of the previous fiscal year. For each full-time faculty, \$700.00 is added into the ACA & SS PD Budget for the following fiscal year (amount subject to change pending the new contract). Funds are also generated by the percentage of time that part-time faculty were employed on October 31st of the previous fiscal year.

What qualifies as PD events?

- conferences
- courses/training
- workshops

What expenses can be claimed?

- tuition fees
- application fees
- registration fees
- continuing and professional education credit fees or exemption fees
- travel to events other than events at KPU such as airfare, taxi, transit, ferry, mileage, parking, and similar (please note: the most economical travel will be covered. The balance remains the responsibility of the PD requester).
- accommodations at events (under normal circumstances, funds will be paid for the night before, and if travel is not possible, for the night after the event, for example, a conference).
- per diem to a maximum of \$50 per day for meals for out of town events. If the PD event is taking place at KPU, if the event provides meals, or if the event is local, the per diem does not apply. Receipts are not required, but please claim the amount spent.
- memberships (if they are not a requirement of the job, but rather an enhancement).
- books/software*

*Please note: Books and software are eligible for PD funds (up to \$200.00 combined per faculty, per fiscal year) although faculty are encouraged to pursue the departmental purchase order and/or expense report route for purchasing books and software. Additionally, faculty is reminded of the \$100 per year Personal PD fund that is available. It is expected that when faculty buy books with PD funds, they will be prepared to share them with other members of their department. ("Sharing" avoids the problem of taxable benefits).

What is not covered by PD Funds?

- alcohol
- anything that is a requirement of the job is not covered by PD funds. It is expected that the University would fund this.
- hardware and equipment
- the cost of substitutes
- memberships that are a requirement for the job

Eligibility

Any faculty (paying dues to the Kwantlen Faculty Association) currently working in the ACA & SS grouping can access PD funds as per the above guidelines, to a maximum of \$1500.00 per 50% to full time faculty per fiscal year.

(Part-time faculty who work less than 50% time will initially be approved to a maximum of \$750.00 per faculty, per year).

Applications for events that start in the next fiscal year will be approved up to \$1500.00 for 50% to full time faculty, and up to \$750.00 for less than 50% time faculty. More funding may be available during the fiscal year in which the event happens.

Faculty PD Application Process

1. Since funds are limited, faculty are encouraged to apply for PD funds *as soon as they are aware of a PD event they would like to attend.*
2. Individual faculty members must complete a **Professional Development Application form**
[http://our.kpu.ca/resources/Forms of All Kinds/Professional Development Application Form.pdf](http://our.kpu.ca/resources/Forms%20of%20All%20Kinds/Professional%20Development%20Application%20Form.pdf)
3. This application form requires inclusion of a description of the PD program/event, and rationale (why you are taking it), and in what way it is professional development. The applicant must also include an estimate of the cost, for what purposes, and where the event will take place (if applicable).
4. Submit the completed form to the PD Committee Rep for your department. The PD Committee Rep will initial and document the request and forward the

application form to the PD Committee Chair for approval of funds. The PD chair signs and forwards the application form to the respective Dean for signature of disbursement for the PD event/expense, and then the Dean forwards the form to Finance. Advances are discouraged with the exception of extenuating circumstances or financial need.

5. If the PD plans change (e.g. the event is cancelled or the applicant is unable to attend the event), the applicant must advise their PD Committee Rep as soon as possible, so that these funds may be made available to someone else. Funds may not be applied to a different event and a new application will be required for each event.
6. Within 30 days after the PD activity is completed, the faculty member must complete a **Professional Development Expense Report Form** <https://www.kpu.ca/finance/finance-forms> and choose:
PD Expense Report (fillable)
Forward the Expense Form along with original receipts to the PD Committee Rep for the department who will check and record the details, initial the documents and forward it to the PD Committee Chair for approval. The PD Committee Chair will sign and forward the PD Expense Form and receipts to Finance for payment.
 - Amounts on PD Applications and PD Expense Reports must be in Canadian funds and conversions must be documented to easily match original receipts with amounts on the forms.
 - Until past documentation is processed, future PD Applications will not be approved.

You are responsible for keeping copies of all your receipts and a copy of your application and expense report.

Please note: if no registration is involved, proof of attendance is required.

Please note: PD Expense Report Forms must be completed and submitted within 30 days of the completion of the event.

Extra Funds may be available

Near the end of the fiscal year (March 31, 2020) the PD Committee will meet and requests for funds beyond the initial \$1500.00 limit per faculty, working 50% or more (\$750 limit for faculty working less than 50%) will be considered for approval if there are PD funds remaining in the budget.

If you have any questions, please contact your representative on the PD Committee.

Melody Geddert	Rep for English Language Studies
Pat Foreman	Rep for Access Program for People with Disabilities
Izgy Gocer	Rep for Counselling
Louise Bruins	Chair and Rep for Academic and Career Preparation
Kim Tomiak	Rep for the Learning Centre