

Kwantlen Polytechnic University
Arts-Humanities Professional Development Committee

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

***What You Need to Know about
the Professional Development Fund
for Arts Humanities***

Updated February 16, 2018 – effective 1 May 2018-- 30 April 2019

1 Guidelines Applied by the Arts Humanities PD Committee for Individual Funding

1.1 Categories and Maximum amounts in Arts Humanities PD.

Clause 16.01.g of the Collective Agreement (April 1, 2014-March 31, 2019) allocates \$625.00 per FTE faculty member into a fund supervised by the Arts Humanities PD Committee. (The figure will increase to \$700.00 per FTE effective 1 January 2019).

Faculty in departments identified as Arts Humanities (see the lists at the top of this page and the end of this document) may apply for monies from these funds to support professional development activities such as the following (each bullet understood as discrete; bullets not to be combined)

- Researching, preparing and presenting papers at conferences (**maximum \$3000 per faculty member per year**)
- Actively participating in panels at conferences -- facilitating, leading, performing or responding (**maximum \$3000 per faculty member per year**)
- Undertaking executive duties at conference meetings of professional organizations (**maximum \$2000 per faculty member per year**)
- Attending conferences, workshops, courses and art exhibitions for the purposes of research and professional development (**maximum \$2000 per faculty member per year**)

Note: if you are requesting the \$3000 maximum amount for a single event or activity, please give as much information as possible to explain your request in the space allotted on the PD Application Form. Fill the lines. The Arts Humanities PD Committee Chair welcomes email messages or paper attachments giving extra information (250 words maximum) and keeps them on file.

1.2 Tangibles funding. Tangibles, Subscriptions, and Professional Memberships. **Anytime during the 1st May – 30th April year,** faculty members may apply for up to **\$500** for course-related materials such as books, DVDs, course-related software, subscriptions and memberships in professional organizations such as MLA, ACCUTE, and CPA/ACP. FINA members may apply for funding for such items as studio supplies and art-related materials.

MUSI members may apply for funding for items such as strings, reeds, and other music-related materials. When applying for funds in this category, submit both an Application Form and the Expense Report A1039 with receipts **at the same time.**

Note: 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.

1.3 Exceptional Requests.

Exceptions to these guidelines for maximum individual annual funding [see 1.1] may be made in special circumstances. For example, attendance at a conference without the faculty member presenting or participating in a panel may warrant special consideration if the conference is a unique, one-of-a-kind opportunity. For another example, a faculty member may wish to perform one special activity that exceeds the individual-maximum-per-year amount on the condition that he/she not request funding for two or three years subsequently. Any such exceptional requests should be made well in advance of the activity. The decision to approve or deny the exceptional request will be made by the Arts Humanities PD Committee as a whole.

1.4 The maximum amount any one faculty member may be funded – exceptional requests aside -- for any combination of events and activities (1.1) or tangibles (1.2) is currently \$3000 per year. For Arts Humanities record-keeping purposes, we follow the academic year: activities and tangibles-support applications fall into a year that begins on May 1 and ends on April 30. (Compare items 1.2 and item 1.3.)

1.5 Considerations.

When considering applications, the committee takes into account such things as the relevance of the event or activity to the applicant's work as a faculty member at Kwantlen. If funding appears to be limited, some consideration may also be given to the number of times the applicant has accessed PD funds and/or to the number of applications from any one department. Arts Humanities PD funds may cover the following conference/workshop/course expenses:

- Travel (airfare, flight cancellation insurance, ground transportation)
- Mileage @ Collective Agreement rate (currently 50 cents per kilometer)
- Maximum \$20. per day for mileage and parking at activities in the lower mainland
- Accommodation
- Meals (\$40 per day, maximum seven days; receipts are **not** required)
- Registration Fees for the conference or workshop

1.6 Courses and Workshops.

The Committee will consider funding courses or workshops that contribute to a faculty member's discipline-based knowledge or that develop skills applicable to one's own classroom. PD funds will not be approved to fund personal creative projects.

1.7 Non-regular Faculty.

Non-regular faculty may apply for PD funds. Consideration will be given to the timing of an event: you should be employed by Kwantlen when the event for which you desire funding is

taking place. If you receive support from PD funds, you should identify your affiliation with Kwantlen when you attend your event. NR-2 faculty may apply for support up to the same maximum as regular faculty. NR-1 faculty are limited to \$500 per year.

2 Departmental Funding

Department Chairs or their designates (i.e., approved chairs of department committees planning Department events) may apply for up to \$60.00 per person per year to fund Departmental activities such as retreats and workshops, including facilitators or speakers at such events, geared to the professional development of Department members. Application should be made explicitly in the name of the Department, not the Chair as an individual or his/her designate as an individual.

3 Apply for PD Funds before an Activity or Event

3.1 Before committing to any PD activity for which you are unable to carry the full cost, fill in **<Professional Development Application Form>** in as much detail as possible. It often helps if you provide additional information in an email message to the chair, explaining the ways in which the activity is relevant to your professional development. You may use the old paper form G2557 as long as supplies last. We prefer that you use the new two-page form available online, revised March 2017: print out a hardcopy and fill it in or fill out the PDF electronically and affix your signature digitally.

To find the new application form online, follow these steps:

1. On the KPU website, go to Sharepoint (<https://our.kpu.ca/Pages/default.aspx>)
2. There are a line of tabs including "Executives" / Services/ etc. along the top: hover over "Resources" on the far right or click on it.
3. When you see "Forms of All Kinds" appear, click on it.
4. Choose and click on "Department" where it says >Department: Faculty (4).

3.2 Send applications to the Meijane Quong, MUSIC department, Langley campus (Chair, Arts Humanities PD Committee; 1 May 2017-30 April 2018).

Do not send your application form to the Office of the Dean of Arts.

3.3 Apply for funds as early as possible. If you wish to have an electronic record of the date and time of your submission of application form (protecting against intercampus mail going missing) scan the Application Form as a PDF file. Attach it to an email message sent to the Arts Humanities PD Chair.

3.4 Do not request an advance. The Arts Humanities PD Committee discontinued the practice of approving advances in September 2012.

4 Claiming Expenses for an Activity or Event

4.1 Fill in either a <Professional Development Expense Report Form A1039 [Rev. 04/2012]> or the Professional Development Expense Report form available on Sharepoint [Rev. May/09]

and send it to Meijane Quong, MUSIC department, Langley campus [compare 3.2] together with all original receipts, **within 30 days** of the completion of the activity.

It is prudent to keep photocopies of all receipts, to prevent problems should an intercampus envelope go missing.

(A reminder: when applying for funds in the Tangibles category, submit **both** the Application Form **and** the Expense Report A1039 with receipts **at the same time**: see 1.2 above.)

4.2 Post-event Applications. We strongly recommend that you apply for funding before the event or activity. If you choose to apply only after the fact, your chances of not receiving support increase. Even if approved after the fact, no expenses for your post-event request can be reimbursed without an approved PD Application Form. Therefore, if you seek funds after the fact, submit a PD Application Form (see 3.1) anyway; accompany it at the same time with the Expense Report with all receipts attached (see 4.1) at the same time.

4.3 Any failure to use the proper forms will probably cause delays. Use the proper forms. Seek out your Departmental PD Committee representative (below) for help as needed.

5 Additional Funds

In addition to the Arts Humanities PD funds, faculty members may access funding and benefits from these other sources:

- Educational Leave
- .6% Faculty PD Fund
- Kwantlen Personal PD Fund (\$100.00 per annum). Use Form 1001 and send directly to Finance at Langley.

See the Collective Agreement for details on how to apply for these -- Educational Leave, the .6% fund, or the \$100 Personal PD. You may also contact your department representative on the Arts Humanities committee.

6 Arts Humanities PD Committee Members for May 2017-April 2018

MUSI / Music	Meijane Quong (Chair)
CRWR /Creative Writing	Nicola Harwood
EDST / Educational Studies	Sarah Hickinbottom
EDAS / Education Assistant	Victoria Johnston-Hatch
ENGL / English	Andrew Bartlett
FINA / Fine Arts	Maria Anna Parolin
LANC / Languages and Cultures	Seiko Roberts
PHIL / Philosophy	Melinda Hogan

Representing Arts Humanities on the Educational Leave Committee 2017-2018: Andrew Bartlett

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