

**ARTS: Social Sciences Division
Professional Development Guidelines 2020-2021**

Divisional PD Committee

Every department should have a representative on the PD committee, which reviews the current guidelines and approves faculty proposals for their days of PD entitlement. Our guiding principle has been to be as egalitarian as possible, avoiding a competitive evaluation procedure that pits one faculty member's application against another. Other divisions employ different methods in their disbursement and adjudication of PD funding requests. Undoubtedly, some of you will disagree with our approach and should advise your department representative of any concerns. Faculty are reminded that Divisional PD funds are a taxable benefit.

Amount for 2020-2021

PD funds arise from the terms of the Collective Agreement and for the current fiscal year, our divisional committee was allotted \$700 per FTE. Since not all eligible faculty tap into these funds, we often maintain a small surplus. Thus, your PD committee representatives have decided that the maximum annual limit for PD funds for 2020-2021 will be **\$1300.00**.

Eligibility

All faculty members are eligible for PD funds, which are pro-rated based on a full teaching load of 8 sections, or equivalent work such as time-release for research and scholarship, maternity/paternity leave, education leave, or administrative work (i.e. Chair, REB, or other committee work). This year, for example, those teaching 4 courses, half a regular workload (or FTE = 0.50), would have access to \$650.00 (half of \$1300.00). PD funds for non-regular faculty will be based on the number of sections taught within three consecutive semesters beginning with the summer semester (i.e. a full academic year as with full time faculty).

Banked Funds and Cash Advances

Please note that it is not possible to bank funds and advances are no longer possible.

Eligible Expenses

Eligible expenses include membership fees, journal subscriptions, books, access to databases, computer related expenses that directly support research and professional development (excluding phone/internet access fees), course fees, conference and associated fees, upgrading qualifications, curriculum materials, academic travel and research expenses. Please contact a member of the PD committee if your activity falls outside this list. We will attempt to be as accommodating and inclusive as possible.

With respect to journals, software or books the intention is that they will be shared within the applicant's department for the use of other faculty as well. When applying for these types of materials, you will need to specify exact titles, organizations, etc. on your application form. Also note, that eligible expenses must be incurred by the applicant between April 1, 2020 and March 31, 2021.

Procedures, Notes and Forms

1. Funds must be requested **prior** to the PD activity in order to ensure the proposed PD activities fall within our guidelines and that adequate funds are available. Remember to

apply as early as possible because funds are allocated on a first come first-served basis and there is always the possibility of funds running out.

2. Complete all sections of the Professional Development Application Form (G2557) and send it to **your departmental PD rep**, listed below. A hard copy and a web link to this form are provided below. Please include your FTE status, email and voice mail. After your application has been approved by your department PD rep it is sent to the Dean's office and then forwarded to the Finance department. Finance processes your application. **Remember the application form must be filled out and approved BEFORE any expenses are incurred and an expense form is submitted! You will receive an email copy of your approved form from the Dean's office**
3. If your PD plans change and you no longer need the funding, **please advise your departmental PD rep as soon as possible**. Funds may not be applied to a different event without approval.
4. After the event, (usually within 30 days), complete the PD Expense Report form (A1039) making sure to attach all original receipts (credit card summaries are normally not accepted) and send it to your department PD rep. A hard copy and a web link to this form are provided below. Mileage (**0.50 per km**), transit fees and parking can be claimed with receipts as can the food allowance to a limit of **\$75.00 CDN** per day.
5. In order to include funds carried over from the previous year and therefore maximize our annual allotments, applications will be approved starting on **April 15, 2020**.
6. PD application forms for this fiscal year must be approved by **March 15, 2021** to be eligible for PD funds.
7. A PD application form is provided below. Or follow this link to the **PD application form**: <https://our.kpu.ca/resources/Forms%20of%20All%20Kinds/Professional%20Development%20Application%20Form.pdf#search=PD%20application>
8. A PD expense form is provided below. Or follow this link to the **PD expense form**: www.kpu.ca/sites/default/files/Finance/Faculty%20PD%20Expense%20Report%20Form%2020190304.xlsx

Departmental PD Representatives

Name	Department	Campus Mail
Mariana Gatzeva	Sociology	Surrey
Tracy Sherlock	Journalism/Comm	Surrey
John Martin (Chair)	Geography/Environment	Richmond
Keiron McConnell	Criminology	Surrey
Sara Yoshida	Anthropology	Richmond
Kevin Hamilton	Psychology	Richmond
Jack Hayes	History	Surrey
Francis Abiew	Political Science	Surrey

PD committee members welcome any comments, suggestions and/or questions that you might have concerning Professional Development. **Email is simply first.last@kpu.ca.**



NOTE TO APPLICANT: PD Expense Report Form (with receipts) **MUST** be submitted to clear this charge against your name. If you do not complete the approved activity, the PD Chairperson and Finance must be notified

Name of Applicant: _____ **Banner #** _____

Program/Discipline: _____

Email Address: _____ **Phone #** _____

If you require additional space to answer the following questions, please attach a separate page and supporting documentation.

Description of Activity: _____

Dates and Location: _____

Please describe how the proposed activity will be of benefit to you: _____

Please describe how the proposed activity will be of benefit to .38: _____

Please complete estimated expenses on page 2.

ESTIMATED EXPENSES

Travel/Misc. \$ _____
 Kilometres \$ _____
 Accommodation \$ _____
 Meals \$ _____
 Registration Fees \$ _____
 Airfare \$ _____
 Other (please specify) \$ _____
 _____ \$ _____
 _____ \$ _____

Advance Required \$ _____
 (not issued under \$200)

Date Required _____

Payable to _____

Campus C L R S

Are you requesting additional funds in the future to reduce your share if monies are available? Yes No

TOTAL \$ _____

Applicant's Signature - REQUIRED

Date: _____

Less Applicant's share \$ _____

PD Funds Required \$ _____

RECOMMENDATION OF PD COMMITTEE CHAIRPERSON

PD Group: _____

Amount Recommended: _____

Date: _____

PD Org Code: _____

PD Chair: _____

Name – please print clearly

Signature

Disbursement:

<i>Name of Administrator- please print clearly</i>		<i>Signature of Administrator</i>		<i>Date</i>
FUND	ORG	ACCT	ACTV	AMOUNT

