



School of Business Professional Development Guidelines and Procedures

1. Intent of the School of Business PD Committee

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

2. PD Committee

- a) The School of Business PD Committee exists by virtue of Article 16.01(a) (vi) of the Collective Agreement.
- b) A total of eleven (11) members shall be elected to the Committee to serve a two year term. The terms of the members of the Committee shall correspond to the terms of the Faculty Collective Agreement. Each of the following groups shall elect one member in even calendar years:

- ACCT/BBA-ACCT
- BUQU
- BTECH/CSIT
- CBSY
- MRKT

Each of the following groups shall elect one member in odd calendar years.

- LGLA
- BUSI
- CMNS
- ECON
- ENTR
- PRLN

- c) A quorum shall be 50% of the elected members
- d) One of the elected members shall be elected at the April PD Committee Meeting as Professional Development Chairperson for a renewable one-year term.
- e) One of the elected members shall be elected at the April PD Committee Meeting to serve as the School of Business representative to the Educational Leave Committee for a two year term.

- f) The PD Committee will meet year-round as required to consider all Professional Development Applications on a timely basis.

3. PD Funds

- a) The School of Business PD budget consists of the annual allocation under section 16.01(g) of the Collective Agreement plus any unencumbered funds from the previous fiscal year's PD budget.

16.01(g) A budget of \$550.00 for each full-time equivalent faculty member in a group (based on the enrolment and staffing report of October 31st prior) shall be allocated to each Professional Development Committee for the fiscal year. The administrator may not expend the funds allocated in this article that have not been recommended by the Professional Development Committee.

- b) Each department, prior to April 1 of each year, must inform the PD Committee in writing of which of the following two options are to be used to allocate funding. Departments that do not inform the PD Committee as to which option they prefer prior to April 1 will have their funds allocated under Option #2 for the year. Available funds will be made known on April 1 of each year.

- (i) Option 1

- I Funds will be allocated to each department within the School of Business on a prorata FTE basis on April 1 of each year. Applications received by the committee in accordance with the guidelines will be approved up to the maximum departmental budget. The PD Committee will take under advisement the departmental support of each application, but not be bound by it.

- II Departments are encouraged to develop cooperative plans to allocate the money to the maximum allowable department budget. Funds unencumbered by the end of each fiscal year, March 31, are returned to the School of Business pool for reallocation in the following fiscal year.

- (ii) Option 2

- Applications that are received from Full-time Regular faculty by January 15 and fall within the guidelines for eligibility will be approved up to the individual (FTE) level to an annual maximum amount of \$550.00. Part-time Regular, Non-Regular Type 1 and Non-Regular Type 2 faculty members have equal access to PD funds, but will be subject to a maximum limit equal to a pro-rated portion of the FTE amount based on their workload. After January 15, unspent unencumbered sums will be allocated in accordance with Option #1 above.

4. Eligible PD Events and Expenses

- a) Allocation of PD funds is based on Articles 16.01(f) and 16.03(a) of the collective agreement.

16.01(f) ... that the proposed activity will be of benefit to the faculty member and the

Employer 16.03(a) ... the maintenance and development of the faculty members' professional competence and effectiveness. It is agreed that maintenance of currency of subject knowledge, the improvement of performance of faculty duties, and the maintenance and improvement of professional competence, including instructional skills, are the primary professional development activities of faculty members.

b) Eligible PD events may include, but are not limited to the following:

- conferences
- educational opportunities (courses, training)
- workshops

It is incumbent on the applicant to show how the proposed activity will be of benefit to the faculty member and the Employer. The PD Committee will not recommend any application that it deems to be personal development.

c) Eligible expenses that may be claimed under an approved PD event may include, but are not limited to the following:

- tuition fees – faculty wishing to undertake an advanced degree must be able to show rejection by the Faculty 0.6% PD Fund. Expenses related to Doctoral programs will be eligible up to a maximum of \$2,000 per person, per fiscal year
- application fees
- registration fees
- C.E. credit fees or exemption fees
- travel to events other than events at Kwantlen (airfare, taxi, transit, ferry, mileage, parking), as per policy FM5 (E6) and procedures
- accommodation at events, as per policy FM5 (E6) and procedures
- meals in accordance with Policy No. E.6 paragraph 9, as per policy FM5 (E6) and procedures
- books/software –faculty are encouraged to pursue the departmental purchase order and/or expense report route for purchasing books and software. Faculty are also encouraged to make book recommendations to the library by contacting the librarian responsible for their subject area. It is expected that when faculty purchase books with PD funds, they will be prepared to share them with other members of their department. (“Sharing” avoids the problem of taxable benefit).
- registrations/memberships/subscriptions for access to online training, databases and reference materials”
- academic journal pagination fees supported by the journals’ acceptance letter

d) Ineligible expenses include but are not restricted to the following:

- Non reimbursable expenses, as listed in FM5 (6) procedures, section F
- Substitutes – where the proposed activity falls on a day when the faculty member would ordinarily teach, the faculty member is to attach to the application form a proposed plan for coverage of classes, including a mention of support from the discipline for the replacement plan. The replacement plan will be made available to the Dean.
- Anything that is a requirement for your job is not covered by PD funds. These expenditures should be covered by the School of Business or the University.

- The PD Committee will not generally consider applications for PD Events that have already occurred.
 - Memberships that are a job requirement are paid for by the SoB. Some funds are available for memberships that are not a job requirement, and faculty should initially apply for these funds through their departments.
 - Hardware and equipment.
- e) Faculty may make an application to encumber funds in any given fiscal year for use towards an eligible PD event that will take place the following year and which would exceed the annual maximum funding limit. The applicant must submit an application showing the full cost for the activity and a clear indication that the event is to occur in the following fiscal year. An application must be received in the fiscal year of the event for the amount in excess of the maximum funding. In the event that the subsequent applications are not received, the encumbered amount carried forward will revert to the School of Business PD fund.
- f) Faculty should note that there are a number of Professional Development Courses and Workshops offered by Kwantlen that are available to all faculty free of charge. In the event that the equivalent course is offered at KPU, then the KPU course is to be preferred.
- g) It is incumbent on the applicant to justify travel costs for PD activities that could be taken closer to home.
- h) Faculty are reminded that Personal PD Funds are available. These funds were incorporated into the collective agreement by the KFA. \$100 per fiscal year is available to all regular and non-regular type 2 faculty for various kinds of professional activities including software, books, conferences, internet connections etc. Application can be made by forwarding a completed Expense Form A1001 (not a Professional Development Form) which can be found in all mail rooms, to the School of Business Office. The first line on the form must state “Personal PD expenses” and original receipts must be attached.
- i) Notwithstanding the criteria stated above, the Committee reserves the right to withhold recommendation of an application that it deems to be contrary to the intent of this document and/or the Collective Agreement and/or the best interest of the School of Business.

5. Faculty PD Application Process

- a) Since funds are limited, faculty are encouraged to apply for PD funds as early as possible. PD applications must be submitted PRIOR to any event.
- b) PD Application steps are as follows:

First: Individual faculty members complete the **Professional Development Application Form** which is available at <http://kwantlen.ca/faculty-staff.html> . Choose the *OurKwantlen* employee portal. This will take you to the Our Kwantlen site. Choose the School of Business Department under faculties. Under committees you will find PD Committee. The application requires a description of the PD program and rationale (i.e. why you are taking it) as well as how it will contribute to your professional development. Amounts for each category of expenses must be documented (i.e. quotes for air fare, hotels, registration fees etc). If the applicant wishes to receive an advance for the PD activity, the appropriate box must be checked. Also, if the

applicant wishes to apply for additional funding at a later date, the appropriate box must be checked. Note: If any quotes are in foreign currencies, the application must show the foreign exchange rate and the amount in Canadian Dollars. All amounts on the application form must be in Canadian dollars.

Second: The applicant sends a copy of the completed form and supporting documents as one PDF file to his or her own Kwantlen e-mail address. After reviewing the scanned material, the applicant forwards the PDF to his or her PD Committee Representative. The Representative will be able to advise the applicant of the amount of funding still available for the Department. Please note that, at this stage, no approval has been implied nor have any funds been encumbered. Applications submitted in any other format will not be accepted. The mailroom/staffroom copy machines are able to scan and e-mail in one procedure.

Third: PD Rep will send the application to the Associate Dean's assistant. The assistant will date stamp the application accordingly (the first date received by the PD rep).

Fourth: The PD Committee Representative for the department will solicit departmental recommendation for the PD activity.

Fifth: Applications will be brought forward at the next scheduled PD Committee meeting for consideration. The recorder will bring a hard copy of each application to the meeting. Applications without supporting documentation will be rejected. In the case of a rejected application, the School of Business will notify the applicant of this outcome. The application can be resubmitted with the missing documentation for re-consideration at the next meeting.

Sixth: The PD committee will review each application. If the application is recommended, it will then be forwarded to the Dean in accordance with Section 16.01(f) of the Collective Agreement. The final decision rests with the Dean. If approved by the Dean, the amounts associated with those applications recommended by the Committee and approved by the Dean will be immediately encumbered.

- c) Committee members shall recuse themselves from discussion and votes pertaining to personal applications. This shall not affect established quorum for the meeting.
- d) All applicants will receive e-mail notification from the School of Business Office of the decisions of the Committee and the Dean.
- e) In the event that an applicant's PD plans change (e.g. the event is cancelled, the faculty member is unable to attend etc.) the School of Business Office should be notified via e-mail as soon as possible so that the funds may become unencumbered and reallocated to another proposal. Funds may not be applied to an alternative event.
- f) Within 30 days after the PD event has occurred, the faculty member must complete a Professional Development Expense Report Form A1039 (which is available at <http://kwantlen.ca/faculty-staff.html> or in the mailrooms on each campus) and forward it along with all relevant documentation to the School of Business Office. Relevant documentation may

include, but is not limited to: program description/outline, flight itinerary, original receipt(s), including registration fee receipts, invoice(s) and dates of activity. The Expense Reports will be reviewed and forwarded to the PD Chairperson for signature and forwarded by the School of Business Office to Finance for payment.

- g) For information regarding funding limits refer to Section 2(b) above. The funding guideline decision is made annually by each department within the School of Business.
- h) Electronic voting

There may be instances where an applicant has filed a complete application in good time, but the application is not presented at a PD Committee meeting. The Chair may then at her or his discretion call for an electronic vote on the application. The Recorder circulates the electronic file to all committee members, while the Chair notifies all committee members of the circumstances and requests an electronic vote. The departmental representative of the applicant will normally propose a recommendation, and committee members respond with their votes to the Chair. The Chair then signs the application, and passes it to the Recorder.

- (i) Disbursement of unencumbered funds at year end

At the conclusion of the last meeting of the financial year, departments may still have some unencumbered funds remaining. Departments may then disburse the unencumbered funds to previously successful applicants who have indicated on their application form that they are applying for extra funding should this be available. Departments are to disburse the funds at their discretion. Applicants send a completed application form, together with expense documentation, to the Chair. The Chair signs the application form and forwards the form to the Recorder. The application form should indicate that a previous application was approved.

6. Sharing of information and insights gained from PD expenditure

The PD committee wishes to encourage recipients of PD funding to share insights gained in order to advance learning and scholarship at Kwantlen. The committee acknowledges that any sharing must be on an entirely voluntary basis. The committee is of the view that the value of PD expenditure is significantly increased if outcomes are shared with colleagues. The following procedure will be followed:

- a) The letter to successful applicants from the Recorder will include this statement:
“Your PD activity may be of interest to your colleagues. The PD committee invites you to share the results of your activity. This may be in the form of a written report or a link to conference proceedings, or departmental blog. Apart from the intellectual gains from the activity, your colleagues might also be interested in advice as to whether or not the activity was worthwhile, whether you would encourage other faculty members to attend in the future, and travel tips. Reporting in this way is entirely voluntary, but in the interests of collegial development you are encouraged to do so.”
- b) The Chair will maintain an Excel file on SharePoint containing the following information on applications which have already been expensed:

Name of applicant
Department
Year of activity
Amount
Type of activity (conference, purchase of books, etc.)
Hyperlink to any report provided by the successful applicant

7. Contacts

Questions regarding Professional Development should be directed to the appropriate PD Committee Representative.