

Professional Development Guidelines and Procedures 2019

1. Intent of the Wilson School of Design (WSD) PD Committee

The committee intends to promote Professional Development opportunities for personal and professional growth for all faculty members in our division of Kwantlen Polytechnic University (KPU). 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 WSD PD Committee conforms to Article 16.01(a) (vi) of the Collective Agreement.
- b) A total of seven (7) members, one (1) representative from each Program and 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. Additional members shall be added when Programs are added.
- 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 WSD 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 WSD 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 \$700.00 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) Funds for each program will be allocated within the WSD on a prorated FTE basis on April 1 of each year. Applications received by the respective PD Representative in accordance with the guidelines will be approved up to the maximum departmental budget without the approval of the PD Committee. Any PD Applications over and above the program budget shall be brought the PD Committee for review and approval, with 75% of membership determining vote. The PD Committee will take under advisement the departmental support of each application, but not be bound by it.
- c) Programs 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 respective programs for reallocation as determined by the committee.

4. Eligible PD Events and Expenses

It is incumbent on the applicant to show how the proposed activity will be of benefit to the faculty member and the Employer.

- 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
- c) Eligible expenses that may be claimed under an approved PD event may include, but are not limited to the following:
- tuition fees
 - 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 (C1. d. iv) and procedures. **Note that International travel must have prior approval from the Provost and Vice President Academic, or the Vice President, Finance and Administration with a completed and signed “Travel Authorization Form” :**

International medical insurance coverage will be covered by the University on approved international travel. The University will not be held responsible for cost of any emergency medical aid on non-approved international travel. Refer to Section C6 (c)).

- 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. Per diem rates apply and receipts are NOT required.
- d) Ineligible expenses include but are not restricted to the following:
- Any non-reimbursable expenses, as listed in FM5 (6) procedures
 - 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 job requirement shall not be covered by PD funds. These expenditures should be covered by the WSOD 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 WSD. Some funds are available for memberships that are not a job requirement, and faculty should initially apply for these funds through their departments.
- e) Faculty should note that there are a number of Professional Development Courses and Workshops offered by KPU that are available to all faculty free of charge.
- f) 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) The first line on the form must state “Personal PD expenses” and original receipts must be attached.

- g) 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 WSD.

5. Faculty PD Application & Expense Report 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:

1) COMPLETE PD APPLICATION (digital)

Individual faculty members complete the Professional Development Application Form which is available at <https://our.kpu.ca/sites/design/resources/SitePages/Home.aspx>. 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. Advances below \$500 will not be allowed, and advances cannot be for more than 75% of the activity. Additional funding at a later date will NOT be allowed. 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.**

2) SEND APPLICATION TO PD REPRESENTATIVE (digital)

The applicant sends a copy of the completed form and supporting documents as a PDF file to their program PD 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 PD Representative will review and confirm all fields are complete and information is correct. PD Rep will circulate the proposal to faculty in that program for review, each faculty member will advise the PD Rep with a vote to ACCEPT, DENY, OR suggest a REVISED amount. A 50% percent or greater vote of program faculty is required to uphold an action.

3) SEND TO PD CHAIR FOR CONFIRMATION & SIGNATURE (digital)

If the proposal amount is within the allotted program budget, the PD Rep will forward the proposal to the PD Chair for review and signature, it will then be signed by the dean's office for procedural review (not approval) in accordance with Section 16.01(f) of the Collective Agreement, The PD Chair then forwards the proposal to Finance for processing and those funds will then be encumbered. The proposal is considered approved once signed by the PD Chair.

OR

4) SEND TO PD COMMITTEE (digital)

If the proposal is in excess of the program budget, the PD Rep will circulate to the PD Committee for review and approval. The committee will vote to ACCEPT, DENY, OR suggest a REVISED amount. A 75% percent or greater vote of the committee is required to uphold an action.

5) FACULTY CONFIRMATION

The applicant will receive approval notification from the PD Chair. If the PD activity involves travel outside of the lower mainland of BC, the faculty member must complete and submit a **Travel Authorization Form**

6) PD Expense Report (digital/ original)

Within 30 days after the approved PD event has occurred, the faculty member must complete a **Professional Development Expense Report Form** available at <https://www.kpu.ca/finance/finance-forms>, and forward it along with all receipts (except per diem expenses) to their PD Rep. The Expense Reports will be reviewed and forwarded to the PD Chairperson for signature and then to Finance for payment. If receipts are all digital then they can be sent digitally with PD Expense Report. If receipts are hardcopy, originals must be sent with printed PD Expense Report, **as well as a digital version.**

- c) Should a program have less than 3 FTE, all PD proposals shall be reviewed and decided by the PD committee
- d) 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 PD Rep and PD Chair should be notified ASAP 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.

e) Requests for additional future funds will not be considered.

6. Recordkeeping

The PD Reps will maintain an Excel file on SharePoint containing detailed information regarding the individual proposals, amounts approved, and amounts expensed, including relevant dates.

7. Contacts

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

8. Policies and Guidelines

[FM 5 Business and Travel Expense Policy](#)
[FM 5 Business and Travel Expense Procedure](#)
[Emergency travel assistance coverage information](#)