



## Faculty of Health Professional Development Committee

### Mandate:

1. The Faculty of Health (FoH) Professional Development Committee (PD) serves to promote (FoH) activities to enhance the academic, technical, and educational standards of FoH programs.

### Expiry Date of this Document:

As PD funds are based on the current collective agreement, this document and processes herein expire with the expiry of the *KPU-KFA April 1, 2019 – March 31, 2022 Collective Agreement*.

### Responsibilities

*As per Article 16.01 of KPU-KFA April 1, 2019 – March 31, 2022 Collective Agreement, “Each (PD) Committee has the responsibility of drawing up guidelines for the disbursement of professional development funds and receiving from the faculty members’, applications for the use of such funds. These guidelines shall include that the proposed activity will be of benefit to the faculty member and the Employer. Such applications, together with each Committee’s recommendation shall be forwarded to the appropriate administrator. Disbursement shall be over the signature of the administrator. Approval will not be unreasonably withheld.”*

1. Administer Professional Development Funds
  - a. Receive and review PD applications from FoH members
  - b. Return incomplete applications to the faculty member
  - c. Approve applications
    - i. that meet guidelines for PD funds
    - ii. that can be covered by the applicant’s “PD bank”
  - d. Deny applications
    - i. that do not meet guidelines for PD funds
    - ii. that cannot be covered by the applicant’s PD bank
  - e. Advise applicant of the status of their application within 30 days
    - i. Advise applicants who are denied funds of the reason and their options
      1. Applicants without sufficient funds in their “bank” may apply for pooled funds
      2. Applicants denied because the application does not meet guidelines may re-submit their application OR request review by the PD committee
2. Reviewing that PD activities benefit the faculty member and the University.
3. Ensure fair allocation process is applied to all FoH PD funds by tracking all faculty member PD applications, expenses, and funds used.
4. Represent FoH PD on the KPU Educational Leave Committee.



## Faculty of Health Professional Development Committee

### Membership

1. Membership of the FoH PD Committee consists of 1 representative faculty member from each program in the Faculty of Health.
  - a. Terms for PD Committee members are 2 years
  - b. Committee membership shall include chair and vice chair
  - c. Elections shall be held in February. In February, when and if the term renewal or candidate is required, each program will recommend a candidate to represent their program.
  - d. Chair and vice chair shall exit committee on alternate years. Representation will be staggered to maintain consistency and to decrease disruption.
  - e. Committee member advises Program Chair when their nearing the end of their term so elections can be held.
  - f. Committee members must step down at the end of their term, but may be immediately re-elected for another 2 years.

### Faculty of Health PD Programs

1. For the purposes of efficiency and workflow, the Faculty of Health is divided by programs for PD fund management.
2. Each program processes their own PD applications.

### PD Committee Chairs

1. Chairs are elected for two year terms.
2. The committee represents the programs under FoH.
3. The committee will have the authority and autonomy to approve or deny requests.
  - a. Requests that do not meet PD guidelines will be discussed with the PD committee before a decision is made.
4. Chair and vice chair will submit their personal requests to another committee member to be reviewed and processed.
5. All programs must maintain a committee rep or program contact for the purpose of processing PD applications. When there is no program representation in the PD committee, defer to the Program Chair.
6. A member of the committee will serve as the representative to the Educational Leave Committee (two-year term).



## Faculty of Health Professional Development Committee

### Quorum

1. Minimum of 4.

### Meetings

1. Minimum of 3 per year or at the call of chair
2. One member from the committee will be responsible for the minutes of each meeting
3. One member from the committee will be responsible for organizing the meetings (best date, room booking).
4. If program representatives are unable to attend a meeting, they may find a representative from their program(s) to attend.

### PD Allocations

As per Article 16.01g of the KPU-KFA Collective Agreement:

*“A budget of \$700.00 for each full time equivalent faculty member in a Faculty (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.”*

1. If applicant worked less than .5 FTE they are eligible for 50% of the PD Allocation.
2. If applicant worked 0.5-1.0 FTE they are eligible for 100% of the PD allocation.
3. NR2 contract faculty members are eligible for PD funds during their term of employment, which will be reviewed on an individual basis.
4. Faculty may only use funds already accrued and not future PD funds.
5. If employment ceases with KPU, banked funds stay in the Faculty of Health PD fund. If employee continues with KPU in another capacity and returns to Faculty of Health, they can still access previous funds for a two-year period.

### PD Banked Funds

1. In FoH, each faculty member has a “bank” of PD funds. Funds roll over each year until they meet a maximum amount: \$700.00 x 3 yrs = \$2100 to be reassessed in 2022. Addendum: The PD Committee has increased this maximum to \$2800; this decision was made to support faculty during these unprecedented times as it may have been challenging accessing and taking part in PD activities.
  - a. The maximum bank for faculty working .5FTE or more is \$2800.
  - b. The maximum bank for faculty working less than .5 FTE is \$1400.
2. Unused banked funds are re-allocated to the FoH pooled funds.



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### Examples of Acceptable PD Activities

1. Activities that support/promote the academic, technical, and educational standards of FoH programs
2. Courses towards degrees
3. Conferences and workshops

Please note hardware and software are not acceptable PD requests. As per Article 12.09e of the Collective Agreement, KPU will provide faculty with the appropriate technology needed to fulfill one's job.

### PD Allocation Process for banked funds

#### 1. **Submission of a PD application form:**

- a. The faculty member completes an electronic PD application form and emails it to the PD faculty member responsible for their program.
  - i. PD committee members are not responsible for applications left on desks or in offices.
- b. The responsible committee member reviews the application for completion and appropriate use of funds.
- c. FoH PD code is 8626 (required for PD application)
  - i. If the applicant has sufficient funds, the form is then sent to the Dean's office for final approval.
    1. From the Dean's office it is sent to Finance.
    2. Dean's office does not track funds or those using funds.
  - ii. If the faculty member has insufficient funds in their PD bank, they are advised by their committee representative the amount that will be approved.
- d. If the PD application is denied, the faculty member is advised they may re-submit or request the application be reviewed by the entire committee.
- e. Committee members update the PD spreadsheet for any applications they process.

#### 2. **Submission of a PD expense form with receipts.** Finance will not forward funds without a completed and signed PD application form already on file.

- a. Following the PD event, the applicant completes the PD expense form, attaches receipts to a blank piece of paper and sends the form/receipts to their program's committee member.
  - i. Expenses will not be reimbursed until after the date of the PD event.
  - ii. PD expense form with receipts required within 30 days of the event.
- b. Original receipts, applications, and expense forms are required by the finance department.
  - i. If receipts are required back from Financial Services, applicant to attach a note to the expense form *at the time of submission*. Return of original



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- receipts cannot be guaranteed.
- ii. Applicant is responsible to retain a copy of their receipts in case of loss.
- c. Committee member reviews the expense form and receipts for completion and sends to Finance.
  - i. If expenses are up to \$200.00 more than funds requested on the PD application, and the applicant has sufficient funds, the additional amount is approved.
  - ii. If the expenses exceed the PD application by \$200.00 or more:
    - 1. The original amount is approved
    - 2. The applicant is asked to submit a second PD application form and expense form for the excess
  - iii. If the expenses include items NOT requested on the original PD application:
    - 1. The original amounts are approved.
    - 2. The applicant is asked to submit a second PD application and expense form for the new requests.
    - 3. Unused receipts are sent back to the applicant via KPU mail system.
  - iv. If the expenses are more than funds available in the applicant's bank, only the amount left in the applicant's bank will be approved
  - v. Faculty are responsible for having copies of receipts and expense forms in case of missing documents.
- d. Program committee member updates PD spreadsheet.
- e. It is the responsibility of the applicant and the approving committee member to adhere to applicable KPU policies.

### Per Diem

1. Miscellaneous expenses, meals and mileage/transit fees at professional development events **may be claimed without receipts** up to a maximum allowance of \$50.00 per day. This is known as "per diem."
  - a. The faculty member may choose a lesser amount of per diem.
2. If a faculty requests per diem expenses; fees for mileage, meals, dry cleaning, taxi service, and other incidentals will not be accepted for reimbursement via a PD application.

### PD Pooled Funds (See below for other options)

1. By March 31 of each year, all uncommitted or unencumbered monies cap will be added to the FoH PD pool for the upcoming year.
2. Monies from the pool may be considered for:
  - a. FoH activities as determined by the PD committee.
  - b. Faculty PD requests for additional money when their balance is \$0.
3. Any faculty member who has spent their banked funds may apply to the PD pool



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for additional funds. Requests for additional funds must be requested by March 1, June 1, Nov 1. To a Maximum of \$1000.00 (per semester).

4. Funds will be divided equally between applicants, based on their FTE status from the previous year, until expended.
  - a. Faculty must have used their banked funds prior to requesting funds from the FoH pool.
  - b. Priority for pooled funds will be given to faculty members who have not accessed pooled funds before.
  - c. Monies not expended will remain in FoH Pooled Funds.
  - d. Applicants with yearly requests must show evidence of having requested other funding such as KPU .6% PD funds.
5. New faculty members who do not yet have an FTE allocation from the previous year may apply for funds (if any available) from the divisional pool. Applications must be submitted by session deadlines; March 1, June 1 & Nov 1.

### Process for disbursement of Pooled Funds

1. All applications for pooled funds will be considered in March, June, and November by the PD committee.
2. Pooled applications are redacted for identifying information to the PD committee.
3. FoH PD application form is to be used to request pooled funds (applicant to write "Pooled Funds" on application form).
4. Applications for pooled funds are submitted by email or during a meeting to the PD committee for a vote.
  - a. Only the committee member responsible for the application to be aware of the applicant's name
  - b. Anyone with knowledge of the applicant to be excused from the vote
  - c. Committee to be advised of:
    - i. event
    - ii. rationale
    - iii. breakdown of amount requested
    - iv. previous approvals from pooled funds
    - v. amount in applicant's PD bank
5. Faculty must be employed by KPU or returning to KPU for employment at the time of the event.
6. PD funds are not allocated for faculty replacement.
7. Advances not permitted.
8. PD applicants are to advise their PD committee member if unable to attend an event for which they received approval and/or funds AND if the event was cancelled.
  - a. Approved bank funds returned to personal bank,
  - b. Approved pooled funds returned to the pool
9. Pooled fund expense receipts will not be reimbursed until **after** the date of the PD event



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10. Expense forms and receipts are submitted to the PD committee member within 1 month of the event.
  - a. Copies of receipts and expense form to be retained by applicant.
11. If an applicant is requesting both banked funds and pooled funds, they should have two PD applications. One for the full amount of their banked funds and a second for their application of pooled funds. The pooled fund application is not guaranteed.