

Faculty of Health

Professional Development (PD) Committee

TERMS OF REFERENCE

Purpose:

1. To promote activities to enhance the academic, technical, and educational standards of programs in the Faculty of Health.

2. To vet PD applications to verify that funded PD activities benefit the institution and students by maintaining, developing and enhancing faculty members'
 - performance, expertise, knowledge and/or career plans,
 - professional competence and instructional skills,
 - activity, effectiveness and currency of subject knowledge,
 - performance of their faculty duties, and/or
 - teaching practices and/or curriculum development capacity

Activities:

1. Develop/review the PD Committee Terms of Reference at the ratification of each Collective Agreement.
2. Prepare guidelines for faculty to apply for and receive PD funds. Guidelines will include the applicant's explanation of how the proposed activity will benefit the faculty member, students, and the Employer as per the purpose listed above.
3. Receive, review, and make recommendations on faculty PD applications within 14 days of submission. Incomplete applications will be returned to the faculty member.
 - a) Approve applications that meet the guidelines for PD funds and can be covered by the applicant's PD bank to enhance the academic, technical, and educational standards of programs in the Faculty of Health, including but not limited to conferences, travel, books, tuition fees, software, technology equipment.
 - b) Deny applications that do not meet the guidelines for PD funds and/or that cannot be covered by the applicant's PD fund bank.
 - c) Advise applicants of the status of their application within 14 days
 - i) Each elected representative will be responsible for processing their own programs PD applications. If there is no elected representative for one program, the applicant may send their application to any of the other elected representatives to process the application. PD committee members will have their applications reviewed and approved by another elected program representative or their own program's elected alternate representative. When in question whether guidelines are met, the representative shall consult the PD committee for a e-vote or meeting vote on the said application. Once approved, the representative will reply to the applicant, and

- cc the PD committee chair with the appropriate application and expense claims to be saved in the applicant's individual tracking file.
- ii) The PD committee chair will update the PD tracking spreadsheet with the applicant's new "bank balance".
 - iii) The PD committee chair will save the application and expense claim and the receipts in the applicants file on SharePoint for tracking.
 - iv) The PD chair will forward the signed PD application with the appropriate coding to the Dean's assistant for approval and disbursement of funds.
 - v) The program representative will advise applicants who are denied funds of the reason for denial.
 - vi) Applicants without sufficient funds in their "bank" may apply for pooled funds if available, the PD committee will review applications from the pooled funds and approve as a committee.
 - vii) Applicants denied due to the application not meeting guidelines may re-submit their application OR request a review by the PD committee. A PD claim shall not be denied by the program representative without discussion with the PD committee.
4. Approval will not be unreasonably withheld. If the administrator does not sign the request, the PD Chairperson and the applicant shall be informed immediately and a reason shall be supplied. Where the administrator withholds approval, the matter may be appealed to the Labor Management Relation (LMRC) by the PD Committee. The LMRC will issue a final and binding decision within 5 days of receiving the appeal.
 5. Ensure fair allocation process is applied to all FoH PD funds by tracking all faculty member PD applications, expenses, and funds used. Faculty may carryover PD fund allocation for a maximum of 4 years (\$2800/yr. for 0.5FTE and above; \$1400/yr. for 0.49FTE and below).
 6. Represent FoH on the KPU educational leave committee.
 7. Provide an annual report of funds used and remaining to FoH at the end of each fiscal year (March 31st)

Membership:

1. A minimum of 3 elected representatives; one from each of the following programs: Bachelor of Science in Nursing (BSN), Bachelor of Science in Nursing Advanced Entry (BSN AE), Bachelor of Psychiatric Nursing (BPN), Health Care Assistant Program (HCAP), Graduate Nurse Internationally Educated (GNIE), Traditional Chinese Medicine (TCM)
2. Elections for committee membership shall be held in February/March every two years (even years) so that the new Committee takes effect April 1.
3. Should the members fail to elect a Professional Development Committee before April 1, the Employer shall assign an administrator to perform all the functions of the Committee until such time as the faculty members elect the Committee.
4. One of the members of each Professional Development Committee shall be elected to serve as the representative to the Educational Leave Committee. This elected member shall serve for two academic years.
5. Committee members must step down at the end of their 2-year term but may be immediately re-elected for another 2 years.

6. Each elected representative will be responsible for processing their own programs PD applications. If there is no elected representative for one program, the applicant may ask any of the other elected representatives to process the application.

Committee Chair:

1. One of the elected members shall be elected as Professional Development Chairperson.

Meeting Procedures:

1. Quorum
 - a. The majority of members of the Committee constitute quorum.
2. Frequency of meetings
 - a. A minimum of 3 times per year and as needed for timely processing of PD applications.
3. Format of meeting
 - a. In person or virtual meetings as desired by the majority of committee members.
 - b. Roberts Rules of Order will be followed.
4. Decision-making:
 - a. The Committee will lean toward a consensus-based model for decision making.
 - b. If consensus is not possible, the Committee will make formal motions and vote on decisions.
 - c. A majority vote of those present at the meeting is required to carry out a motion.
 - d. The Committee Chair's vote counts.
 - e. Formal recommendations brought forward by the Committee to the Administrator/Delegate (dean's assistant) for approval, processing and disbursement of funds.
5. Voting process:
 - a. At in-person meetings, votes will be cast by a show of hands
 - b. Electronic voting process:
 - i. Through email, the chair will circulate PD applications
 - ii. Each committee member will review, provide input and their recommendation for approval (or not) with rationale for the application.
 - iii. Committee decision will be sent to the Administrator/Delegate (dean's assistant) within 14 days of submission.
 - iv. The Administrator/Delegate (dean's assistant) will advise the applicant of the success/failure of their PD application prior to sending appropriate documents to Finance.
6. Record of meeting:
 - a. General notes from all meetings will be kept. Confidentiality will be maintained. Applicants will be provided with rationale if their application is not approved.
7. Preparation:
 - a. Agenda items, including PD applications, will be circulated to all committee members a minimum of 2 days before an in-person meeting.

Effective date: June 5, 2024