

## **Allocation of Faculty PD funds are outlined in Article 16 of the Collective Agreement:**

### **The Professional Development Program is intended to assist in:**

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.”

16.01 (f) “In addition, each 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. Approval will not be unreasonably withheld.”

## **The general principles of the Professional Development Guidelines include:**

### **Yearly Amount:**

PD funds originate from the terms of the Collective Agreement and are allocated on a fiscal year from April 1<sup>st</sup> to the end of March. A budget of \$625.00 for each full-time equivalent faculty member (FTE) in a group (based on enrolment and staffing report of October 31<sup>st</sup> prior). PD funds unused from the current fiscal year shall be carried over into the faculty pool which is then divided equally between applicants, based on the previous year until expended.

### **Faculty eligibility:**

The financial support is available to any KFA member, who is currently teaching at Kwantlen Polytechnic University in the School of Horticulture department. Full-time and part-time members are eligible, with part time or non-regularized faculty offered funding on a pro-rated basis.

### **Activities that qualify:**

Activities that support and promote the academic, educational and technical standards of the SOH. Conferences, seminars, trade show and exhibitions, educational opportunities (courses towards degrees, continuing education, workshops, courses tuition).

### **Eligible expenses:**

Travel (airfare, ground transportation, parking, mileage)

- *Receipts required*
- *Mileage based on Collective Agreement rate*

Accommodation

- *Receipts required*

#### Meals

- *Receipts required*
- *Allowable meal expenses up to \$75.00 including taxes and tips while on travel status)*
  - *\$75.00 is based on country, i.e. 75.00 in Canadian, American or European currency*
- *Alcohol not included*

#### Registration fees

- *Receipts required*

#### Tuition and/or course fees

- *Receipts required*

#### Associated expenses related to meetings, conferences, workshops within reason

- *Receipts required*

#### **Carryover of allocated PD funds:**

PD funds unused from the previous fiscal year shall be carried over into the faculty pool, added to the current year allocation and divided equally between applicants. Faculty members that wish to participate in PD activities that require access to funding amounts that are greater than those allocated in a single year may elect to forego a PD activity in the current fiscal year to increase the amount of funding available for an activity in the subsequent fiscal year. Funds can only be accumulated from the current and subsequent fiscal term (over two years).

*Please advise the PD chair by **March 1<sup>st</sup> 2019** if you plan to access unused funds from the previous fiscal year so that it can be accounted for in the impending allocation of funds on April 1<sup>st</sup> 2019.*

Advancement of funds are not available.

#### **How to access funding:**

1. Identify a PD activity of interest that would qualify for funding.
2. Obtain a Professional Development Application form located in the KPU Photocopy Centers or online at:  
<https://our.kpu.ca/sites/hort/admin/SitePages/Home.aspx>
3. Fill in all relevant details on the form and send it to the PD Chair **at least two weeks before** the activity date.
4. Once approved, plans or arrangements related to the activity can proceed.

#### **How to submit expenses related to the PD activity:**

1. Collect all required receipts.

2. Obtain a Professional Development Expense Report form located in the Photocopy Centers or online at:

<https://our.kpu.ca/sites/hort/admin/SitePages/Home.aspx>

3. Fill out the form after the completing the PD activity.

4. Submit the completed form along with required receipts to the PD Chair (Laura Bryce) for reimbursement by KPU Finance, expense forms are required within 30 days of the PD activity.

## **Other sources of funding for Professional Development:**

### **1. KPU Personal Professional Development:**

\$100.00 for each regular and non-regular type 2 faculty member shall be allocated each year. These funds are held to be spent at the sole discretion of the individual on personal professional development activities to a maximum of \$100.00 per faculty member. Faculty members will be reimbursed upon submission of an Expense Form (A1001), not PD Expense Report, to the KPU Finance Department.

#### **Eligible Expenses:**

- Expenses related to meetings, conferences, workshops, seminars or other similar professional activities (travel, registration, etc.) that are not covered by other funds
- Membership fees in learned societies, service organizations and professional organizations
- Books
- Subscriptions to newspapers, scholarly and professional journals
- Tuition
- Computer software

#### **How to submit Personal PD expense:**

1. Fill out an Expense Form (A1001).
2. Write Personal PD on the first line, list the expenses.
3. Attach original receipts
4. Submit to KPU Finance Department

\* Please note that the procedure is different from Faculty PD.

### **2. Educational leave (see Collective Agreement for further information)**

### **3. 0.6% Faculty PD Fund (see Collective Agreement for further information)**

## **Questions:**

Contact the PD Chair Laura Bryce at [Laura.Bryce@kpu.ca](mailto:Laura.Bryce@kpu.ca) or 604 599 3384