

April 10, 2018

**ARTS: Social Sciences Division
Professional Development Guidelines
2018-2019**

Divisional PD Committee

Every department should have a representative on the PD committee which reviews the current guidelines and approves faculty proposals for their days of PD entitlement. Our guiding principle has been to be as egalitarian as possible, avoiding a competitive evaluation procedure that pits one faculty member's application against another. Other divisions employ different methods in their disbursement and adjudication of PD funding requests. Undoubtedly some of you will disagree with our approach and should advise your department representative of any concerns.

Amount for 2018-19

PD funds arise from the terms of the Collective Agreement. For the current fiscal year, our divisional committee was allotted \$625 per FTE (which will increase to \$700. on January 1, 2019). Since not all eligible faculty tap into these funds, we often maintain a small surplus. Thus your PD committee representatives have decided that the maximum annual limit for PD funds for 2018-2019 will be **\$1100.00**.

Eligibility

All faculty members are eligible for PD funds which are pro-rated based on a full teaching load of 8 sections, or equivalent work such as time-release for research and scholarship, maternity/paternity leave, education leave, or administrative work (i.e., Chair, REB, or other committee work). This year, for example, those teaching 4 courses, half a regular workload (or FTE = 0.50), would have access to \$550.00(half of \$1100.00). PD funds for non-regular faculty will be based on the number of sections taught within three consecutive semesters beginning with the summer semester.

Banked Funds & Cash Advances

Please note that it is not possible to bank funds, and cash advances are no longer possible. In exceptional situations, however, the Committee will entertain formal written requests for cash advances, on an individual basis, if someone is experiencing extenuating circumstances requiring an advance.

Eligible Expenses

Eligible expenses include membership fees, journal subscriptions, books, access to databases, computer related expenses, course fees, conference and associated fees, upgrading qualifications, curriculum materials, academic travel and research expenses. Please contact a member of the PD committee if your activity falls outside this list. We will attempt to be as accommodating and inclusive as possible.

With respect to journals, software or books the intention is that they will be shared within the applicant's department for the use of other faculty as well. When applying for these types of materials, you will need to specify exact titles, organizations, etc. on your application form. Also note that eligible expenses must be incurred by the applicant between April, 2018 and March 31, 2019.

Procedures

1. Funds should be requested **prior** to the PD activity in order to ensure the proposed PD activities fall within our guidelines and that adequate funds are available. Remember to apply as early as possible because funds are allocated on a first come first-served basis and there is always the possibility of funds running out.
2. Complete all sections of the Professional Development Application Form (G2557) and send it to **YOUR DEPARTMENT PD COMMITTEE REP**. Please include your FTE status, email and voice mail. After your application has been approved by your department PD rep it is sent to the Dean's office and then forwarded to the Finance department. Finance processes your application. **Remember the application form must be filled out and approved BEFORE any expenses are incurred and an expense form is submitted! You will receive an email copy of your approved form from the Dean's office**
3. **If your PD plans change and you no longer need the funding, please advise YOUR DEPARTMENT PD REP as soon as possible. Funds may not be applied to a different event without approval.**
4. After the event, (usually within 30 days), complete the PD Expense Report form (A1039) making sure to attach all original receipts (credit card summaries are normally not accepted) and send it to your department PD rep. Mileage (**0.50 per km**), transit fees and parking can be claimed with receipts as can the per diem meal allowance of **\$65.00 CDN**. **Please note that applications for further PD funds WILL NOT be approved for anyone who fails to submit an expense report form.**
5. Finance processes your expense report form and sends you an email copy. (Copies of your approved application and expense report form will also be forwarded to the appropriate department pd representatives.)
6. In order to include funds carried over from the previous year and therefore maximize our annual allotments, applications will be approved starting on **April 15, 2018**.
7. **March 15, 2019** will be the last date to submit pd application forms for this fiscal year.

Application forms and expense report forms are available in the faculty workrooms at each campus and on the Plaza website.

Department PD Representatives

<u>Name</u>	<u>Department</u>	<u>Voice Mail</u>	<u>Campus Mail</u>
Charles Quist-Adade	SOCIOLOGY		Surrey
Greg Millard	POLITICAL SCIENCE	604-931-8004	Surrey
Mark Hamilton	JOURNALISM/COMM	604-219-5341	Surrey
Franco Marino	CRIMINOLOGY	3428	Surrey
John Martin	GEOGRAPHY/GEOLOGY	9729	Richmond
Sam Migliore	ANTHROPOLOGY	8066	Langley
Kevin Hamilton	PSYCHOLOGY	9188	Richmond
Tom Thorner	HISTORY	9270	Surrey

PD committee members welcome any comments, suggestions and/or questions that you might have concerning Professional Development. Email is simply first.last@kpu.ca.