

3.5.1 Faculty Professional Development

The Keyano College Board of Governors in agreement with the Faculty Association will establish guidelines and provide funding for faculty to participate in professional development activities on both short-term and long-term basis. The purpose of professional development will be to acquire skills and/or knowledge that will enhance the employee's role in the college and/or enhance the employee's expertise in their discipline or specialization.

Any changes to this policy must be agreed upon by the Faculty Association and the Board of Governors.

Background

The college recognizes the need for Faculty to be given the opportunity to participate in professional development activities on an ongoing basis.

It is intended that this policy be referred to in future Collective Agreements between the Keyano College Board of Governors and the Faculty Association as the policy to govern the funding and administration of faculty professional development until such time as the subject may be renegotiated by the two parties.

Regulations/Procedures

1. Definition

The definition of faculty professional development is as follows:

- a. Faculty members shall be deemed to have undergone professional development when they have successfully completed some activity for the purpose of acquiring skills and/or knowledge that will enhance their role in the college and/or enhance their expertise in their discipline or specialization. Examples:
 - o courses, seminars, etc.
 - o dealing with instructional techniques
 - o discipline-specific study
 - o upgrading of technical expertise
 - o studies to enhance managerial and organizational skills for faculty members with administrative duties in the college
 - o and, relevant work-experience in a business or industry setting.
- b. Professional Development activities will in general fall into one of the following categories:
 - o Short-term leave is confined to a period of eight weeks or less. Such an activity may or may not involve leave from work.
 - o Long-term without Leave extends over a period of more than eight weeks, but less than a year, which does not involve paid leave from work in excess of eight weeks.
 - o Long-term with Leave extends over a period of more than eight weeks but less than a year, which involves paid leave from work in excess of eight weeks.
 - o Specialized training is confined to a period of eight weeks or less. Such an activity may or may not involve leave from work. This category of funding is designed to assist faculty members in acquiring advanced knowledge and skills training in specified areas of their discipline and assigned teaching responsibilities. Only those courses that have a formalized curriculum and/or an evaluation of learning outcomes will be recognized in this category. Conferences are not included in this category. Funding for this category of professional development will be drawn from the long-term funds.

2. Level of funding support

- a. In line with Staff Development Policy 3.5, the purpose of faculty professional development funds is to support faculty professional development within the limits of the moneys available, and as prioritized by the Faculty Professional Development Committee utilizing the Professional Development Regulations & Guidelines as established by the Committee.
- b. Level of support will be as follows:
 - i. Short-term, specialized training and Long-term without Leave - moneys to defray all or a part of the expenses associated with the professional development activities involved, such as tuition fees, travel, books, etc.
 - ii. Long-term with Leave - a percentage of the individual's salary together with benefits, for all or part of the term of the leave. Applications for long-term will be approved by the President on an annual basis. Re-application for support in the second or subsequent years of a multi-year program is permitted.

3. Funding Formulas

- a. In the 2001-2002 budget year, the Board shall provide a grant in the amount of one hundred and ninety-nine thousand, five hundred dollars (\$199,500) for faculty professional development, apportioned in the ratio 60:40 for long term and short term, respectively.
- b. In subsequent years, the grant will be equal to the previous year's grant, plus or minus any percentage change in the Regular Operating Grant from Alberta Learning.
- c. In the case that PD funds are not fully utilized within a given college year, the remainder shall be disposed of as follows:
 - i. Put into the Faculty Professional Development reserve fund.
 - ii. Any remaining funds in excess of the cap amount shall be returned to the college.
 - iii. The Faculty Professional Development Reserve fund shall be capped at \$59,000 for the 2001-2002 budget year. The fund will be an interest bearing reserve.
 - iv. In subsequent years, the cap will be adjusted as per 3b.

Any funds in the Faculty Professional Development Reserve shall be at the disposal of the Faculty Professional Development Committee for funding long-term and short-term requests, but with no more than 40% of the reserve fund to be expended on short-term requests in any given year.

4. Eligibility and Return of Service Provisions

- a. All faculty, subject to the guidelines for the Faculty Professional Development Committee, are eligible for short-term professional development.
- b. After one year's service as a permanent employee, subsequent to the successful completion of probation, a faculty member is eligible to apply for long-term professional development without leave, and funding for specialized training.
- c. After the same period as outlined in Item 4b, all faculty are eligible to apply for paid leave subject to the following conditions:
 - i. For the period for which leave-with-pay is granted, the faculty member shall receive 75% of his or her current salary, plus supplementary benefits except annual and sick leave.
 - ii. For faculty members not employed throughout a given college year, their service shall be calculated as a fraction of 200 days.
 - iii. A faculty member granted leave with pay shall be obligated to return in service a period of time equal to twice that for which leave-with-pay was granted to be calculated from the day following the end of the PD activity. A faculty member granted long-term professional development without leave shall be obligated to return in service a

- period of time equal to that for which long-term professional development without leave was granted, to be calculated from the day following the end of the PD activity. In the event the faculty member voluntarily leaves the employ of the college or is discharged for cause before the return in service is completed, the faculty member shall be liable to repay all or a portion of the funds received on a pro-rated basis to the Faculty Professional Development Reserve account.
- iv. In determining whether a given faculty member will be able to satisfy the return of service obligations, the benefit of the doubt shall accrue to the faculty member. Only when the Professional Development Committee has been informed that a decision has been made to terminate a person's position, shall that fact be used to deny paid leave. Even in that case, the committee shall have the option to approve paid leave for a period of time that the faculty member will be able to repay in service prior to the termination of his/her position. The offer of leave-with-pay, however, is subject to withdrawal if the faculty member's position is eliminated or terminated before the leave commences.
 - v. In the event that a faculty member's position is eliminated while on leave, the college should first see if there is another position that the faculty member might fill, and in which the return of service might be fulfilled. If that is not feasible, the faculty member shall be relieved of any obligation to the college in this regard.
 - vi. A faculty member who receives funds for long-term professional development without leave or specialized training, and who voluntarily leaves the employ of the college or is discharged for cause in the year following that in which he or she received professional development funds, shall be liable to repay these funds to the Faculty Professional Development Reserve account.
- d. Each recipient of long-term professional development funding and specialized training funding, with or without leave, shall be required to enter into a contract with the college committing the recipient to these terms and conditions.
 - e. A recipient of short-term professional development funding who voluntarily leaves the employ of the college or is discharged for cause within a period of three months following the funded professional development activity, shall be liable to repay these funds to the Faculty Professional Development Reserve account.

5. Rules and Guidelines of the Faculty Professional Development Committee

- a. The Committee shall consist of five members: four faculty members fairly representing the various sectors of the faculty, together with the Vice President for Instruction. Each member shall have one vote in the decisions of the committee.
- b. The Committee shall be required to follow appropriate rules and guidelines for approving professional development applications in principle, and for prioritizing them with respect to funding. In the case of leave-with-pay, the applicant's salary shall not be a factor in the decisions of the committee (vis-à-vis the expense of approving the application). When funds have been allocated, non-funded applications shall retain their status as approved in principle by the Committee, so that if for some reason approved funds are not used, they can be reallocated in the order or prioritization.
- c. The Committee shall be required to maintain adequate records of its decisions and the moneys disbursed, as well as moneys not utilized and rolled over. It shall also be required to provide regular reports to the Faculty Association and the Board of Governors of applications approved and applications funded, including a detailed annual report to the Board of Governors.
- d. Individuals receiving professional development support shall be expected to share any information or expertise they acquire through their professional development with their colleagues.

- e. Any individual receiving long-term professional development and specialized training support shall also be expected to submit the following information to the Professional Development Committee upon completion of their PD activity:
 - i. an official transcript of course(s) taken (if applicable.)
 - ii. a written report outlining the professional development activity.
- f. Subject to consistency with the above rules and guidelines, and to approval by the Board of Governors and the Faculty Association, the Professional Development Committee shall develop its own rules and guidelines.

Forms

None.

Responsibility

- Board of Governors
- Faculty Association
- Faculty Professional Development Committee