

PROFESSIONAL DEVELOPMENT & SCHOLARLY ACTIVITY COMPARISON CHART 2015

LOCAL	DISTINCT SA LANGUAGE	PD LEAVES	PD FUNDS	PD TIME	NON-REGULAR ACCESS TO PD	PD COMMITTEES AND STRUCTURES
<p>01 CAPILANO UNIVERSITY FACULTY ASSN</p>	<p>N/A</p>	<p>10.4 Adjudicated proposal vetted through PEL Committee. PEL shall be for one or two terms only. The amount allocated to the employee for the purposes of leave shall be computed as follows: PELS credits applied /16 x 1/10 employee's per section rate at time of leave x 8</p>	<p>16.3.1.Common Faculty Professional Development Fund (a) The Fund will be set at zero point two percent (0.2%) of faculty salaries. Distribution of funds are though the Faculty PD Committee.</p>	<p>LOA 4.2.4 Faculty including non-regulars are responsible for 37 hours of professional development time per section. Generally to be taken May 1-June 15th and August 15-September 1st unless out-of-sequence PD approved by Deans.</p>	<p>Yes, but applications are given a lower priority. Depends on available funds.</p>	<p>12 members in total. 5 representatives elected from the Faculty Association, 5 representatives from each of the 5 Faculties (appointed by Deans), Chair, and VP Academic.</p>
<p>02 THOMPSON RIVERS UNI FACULTY ASSN</p>	<p>Article 15.1 Maintaining the currency of subject knowledge to enhance course development, preparation, and instructional effectiveness and instructional support should be the primary professional development activity of employees. To this end a period of professional development time is available to employees in all instructional and instructional support areas.</p>	<p>PD leaves are covered under the sabbatical leaves Article 14.1 Sabbatical leaves provide tenured Members with regular opportunity to maintain and enhance their academic and professional competence free from normal on-campus teaching/professional and service obligations. Sabbatical leaves are intended to promote scholarly and/or professional activity.</p>	<p>Article 15.2 Article 15.2.2 The University shall make Professional Allowance available to each Tenured, Tenure-track, Continuing or Limited Term Contract member a Professional Allowance of \$1,550 (April 1 2013 to March 31 2014). This PA shall be increased by \$50 annually. Professional Allowance is used for each member to reimburse eligible expenses.</p>	<p>Article 15.1.2 PD time is available to all instructional and instructional support areas. The intent of PD time is to provide and encourage currency in one's discipline. Currency in one's discipline, must be determined by the individual, the individual's peers, industry and/or one's profession. Employees will prepare an Annual Professional Activity Report. 15.1.2.4 PD time may be taken in a block or may be averaged over a work year. 15.1.2.5 Laboratory Faculty/instructional assistants, and instructional support employees shall be entitled to twenty (20) days of professional</p>	<p>Article 15.2.2.2 Continuing Sessional members shall be eligible to receive up to \$1,000 Professional Allowance per academic year, subject to the availability of funds, from the Division, Faculty or School funds as specified in Article 15.2.6.</p>	<p>Centre for Teaching and Professional Development Article 15.2.1 The Professional Allowance can be used for eligible expenses according to University policies Article 15.2.3.1 (e.g., purchase of books, registration fees, expenses directly associated with teaching, travel-related expenses associated with professional meetings).</p>

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				development in each University year.		
03 FAC ASSN of the COL of NEW CALEDONIA	Section 10.18 and 13 of the Local Agreement http://www.cnc.bc.ca/Human_Resources/Collective_Agreements.htm	No PD Leaves, but an Educational Leave Section 12.4	0.6% from Common Agreement, if not used this is clawed back in a year. 0.8% from Local Agreement.	20 days	Non-Regular do have access, but at reduced amounts.	Joint committee, which is chaired by faculty and faculty holds the extra vote. Complete Policy: http://www.cnc.bc.ca/Human_Resources/faculty-professional-development.htm
04 DOUGLAS COLLEGE FACULTY ASSN						
05 KWANTLEN FACULTY ASSOCIATION	12.17 SCHOLARLY ACTIVITY Scholarly activity is a dynamic process consisting of the following interrelated components: discovery, application, integration, teaching and learning, and creative artistry.	14.01 EDUCATIONAL LEAVE 1.6% of the regular and non-regular type 2 faculty members' salary budget (minimum floor of \$45,000). Regular faculty members are eligible for 80% of their salary.	16.01 PROFESSIONAL DEVELOPMENT \$550.00 for each full-time equivalent faculty member. 16.04 PERSONAL PROFESSIONAL DEVELOPMENT FUNDS \$100 for each regular and non-regular type 2 faculty member. 16.05 FACULTY PROFESSIONAL DEVELOPMENT FUND point six of one percent (0.6%) of regular and non-regular faculty salary.	12.01 NORMAL DUTIES twenty-one (21) working days professional development time.	16 PROFESSIONAL DEVELOPMENT Non regular faculty have access to CA provisions in Section 16 on a pro-rated basis.	4.05 CHAIRS AND PROGRAM COORDINATORS (i) Time assignments for chairs and coordinators are identified and maintained by LMRC. LETTER OF UNDERSTANDING # 8 Directors of Research Institutes shall be granted release time from their faculty duties LETTER OF UNDERSTANDING # 10 time release for faculty members to participate in certain new roles and committees related to Kwantlen's status as a special purpose teaching university.

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<p>06 COLLEGE of the ROCKIES FACULTY ASSN</p>	<p>Article 23.8.1-.4 provides Scholarly Activity's definition and purpose of as well as acknowledges its contribution to academic excellence and teaching effectiveness. It goes on to note the College is not funded for SA as well as to point out it will not increase or change an employee's assigned workload or basis for evaluation.</p>	<p>Article 23.7.3 Education Leave and Article 23.1-.6 and 23.7.1-.2 Common Faculty PD Fund. Faculty Development Committee (FDC) website has a Handbook for the former and Guidelines for the latter, containing not only procedures, but also application forms.</p>	<p>FDC's Guidelines make Regular FT faculty eligible for \$2000 in PD funding annually with a \$4000 limit over four years. Regular PT faculty eligibility is pro-rated. FDC's Guidelines make \$6500 in Group PD available in \$1000 installments per activity for groups of faculty members participating in an event with a purpose common to the needs of the members. It is also available to an individual faculty member participating in an event with a purpose common to the needs of faculty and committing to facilitating an in-house activity based on the experience. Article 23.7.3 Faculty Development (FD) funds requires the College to contribute each fiscal year 40% of the total annual salary and benefits of a top of scale faculty member to the Education Leave. Article 23.7.1.2 FD funds requires College to contribute each fiscal year 0.64% of total faculty salaries for the previous fiscal year.</p>	<p>Article 5.4.2.1 states equivalent of 20 PD days for Regular FT faculty. Regular PT entitlement is pro-rated.</p>	<p>FDC's Guidelines make Term faculty members eligible 1) for PD funding based/pro-rated on length of term and 2) to access funding during and one month after the end of their Terms. FDC's guidelines make Auxiliary faculty members eligible 1) for PD Funding up to 3% of earnings of the previous year and 2) to access funding one month after the end of their employment. Term and Auxiliary faculty members can be part of Group PD applications. Term and Auxiliary faculty members are <i>not</i> eligible to apply for Education Leave. Term and Auxiliary faculty members completing their probationary periods are eligible to apply to the Common PD Fund.</p>	<p>The FDC, made up of the FD Coordinator, a faculty member voting only in the case of a rare tie; four other faculty members; and the College's Manager of HR Development, vote on all FD funding requests/group PD requests and approve of each by simple majority vote. The FDC adjudicates Education Leave applications according to a set of established criteria and determines the successful applicant(s) by combining the voting members' five marks. The FDC adjudicates Common PD Fund applications according to a set of established criteria via the same process as above but then recommends the successful applicant(s) to the Vice-President, Academic and Applied Research for approval.</p>

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<p>07 UNI. FRASER VALLEY FAC & STAFF ASSN</p>	<p>Link to CA: http://www.ufv-fsa.ca/wp-content/uploads/2012/07/UCFV-Collective-Agreement-2012-14-FINAL-as-of-July-14-2014.pdf (Note: we are currently in bargaining, so provisions may change) 19.1 Essential duties for academic support faculty (which includes librarians) defined as "Professional Practice, Service, and Scholarship and Scholarly Activity" 19.1 (c) "Scholarly work is intellectual and academic work that is undertaken for the benefit of one's professional development, students, peers, and/or the community or society. Academic Support Faculty are responsible for reporting on these activities to the university." (includes list of activities that would be considered scholarly)</p>	<p>24.3 (c) Eligible for sabbatical after 7 years of continuous service 24.3 (c) (v) Length of sabbatical is 4 months at 100% pay (can add vacation time – 40 days)</p>	<p>24.2 UFV allocates 1.6% of total salary budget for in-service PD; faculty contribute 0.45 of salary to Faculty Sabbatical Leave Fund (FSLF). 24.3 (a) (i) "Full-time employees can access up to \$1,500.00 per fiscal year. Employees less than 100% are pro-rated. (ii) An employee can access up to two full years of funds to cover the cost of a single event by borrowing all or a portion from the next fiscal year." 24.4 Faculty pursuing master's or PhD and who have used PD allocation to pay for tuition can apply for additional tuition assistance (maximum \$3,000 per year). 24.11 Faculty granted \$500/year training & development allowance – can be used for PD</p>	<p>UP to 20 days of professional development leave per year</p>	<p>Can access funding for in-service professional development (conferences, etc.); funds pro-rated</p>	<p>24.6 Joint Professional Development Committee: 5 members appointed by UFV administration, and 5 members appointed by FSA See https://www.ufv.ca/hr/professional-development/joint-professional-development-committee/ for ToR</p>
<p>08 VANCOUVER ISLAND UNI. FACULTY ASSN</p>	<p>Article 12.5.1 The University recognizes that Scholarly Activity is important to academic excellence, and is an essential component of the faculty workload. Article 12.5.2 The University will provide two sections of release</p>	<p>Article 12.3.1 (c) The Employer will provide funds to support the equivalent of 8.5 full-time professional development leaves of absence (assisted leaves) at a minimum of 70% of regular salary.</p>	<p>Article 12.3.1 (a) Each regular faculty member is provided with \$1000 for PD activities approved by the appropriate Academic Administrator. Funds can accumulate to a maximum of \$3000 unless transferred to a</p>	<p>Regular instructional faculty get May 1 – June 15 as PD time. Article 12.3.2 (a) Regular non-instructional faculty (i.e. librarians, counselors, advisors) receive 10 days of PD time. Non-instructional faculty have the ability</p>	<p>In the 2014-19 contract, the position of Limited Term Contract (LTC) instructors was created. LTCs are full-scope members, and those that have contracts of 1 or more years are entitled to full PD benefits (i.e. \$1000 and May 1-June</p>	<p>Article 12.4.10 details the composition of the University PD Leave committee: 6 faculty and 2 administrators. VIUFA's Professional & Scholarly Development Committee, chaired by the VIUFA PD rep, administers the \$4,500</p>

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	<p>time to encourage scholarly activity, and 12.4.5.1 (a) \$5000 to a research fund.</p>	<p>Article 12.4 spells out more details.</p>	<p>research account. Faculty have an option to be paid out PD money at 75% of value. Article 12.3.1 (b) The Employer will provide the Association Professional Development Committee a minimum of \$4,500 for the sponsorship of activities which in the opinion of the committee shall be of professional interest to the general faculty.</p>	<p>to ask for additional PD time as required, subject to approval of their Academic Administrator.</p>	<p>15 time if instructional, 10 days if non-instructional) Article 12.3.2 (b) Non-regular non-instructional temporary faculty in at least their third year of employment are entitled to PD time on a pro-rated basis. Non-regular instructional faculty receive no PD time. PD funding for non-regulars was rolled into salaries effective April 1/07.</p>	<p>for group PD referred to in 12.3.1(b). Other small pots of PD money are controlled by a variety of bodies across campus.</p> <p>The two release sections provided for in 12.5.2. are administered by the Research & Scholarly Activity Committee, which includes the VIUFA PD rep, 2 administrators, and 2 faculty members.</p>
<p>09 OKANAGAN COLLEGE FACULTY ASSN</p>	<p>18.1.2 Professional Development Professional development is activity intended to promote teaching excellence, subject area competence and technical competence in an area of professional or instructional expertise.</p> <p>18.1.4 Scholarly Activity</p> <p>18.1.4.1 Definition Scholarly activity shall be understood to include scholarship, research and creative activities.</p>	<p>Article 27: Available for up to four months with full salary/benefits. Requires application to designated supervisor and department.</p>	<p>The OCFA Collective Agreement has four funds to support Professional Development and Scholarly Activity: PD (Article 23), Professional Allowance (Article 24), GIA (Grants in Aid), worth a maximum of \$4000 per year per faculty member (Article 26), and Extended Study Leave, which is a 6- or 12-month study leave (paid at 85% salary) available for continuing faculty members who have taught for a minimum of five years, full time (Article 28).</p>	<p>N/A</p>	<p>Yes, except for Extended Study Leaves which are for continuing faculty members only.</p>	<p>PD: one representative from OC and two employees on continuing appointment in each of the following:</p> <ul style="list-style-type: none"> • Arts • Science, Technology and Health • Business • Non-instructional <p>PA: two faculty members appointed by the Association and one administrative representative.</p> <p>GIA: one representative from OC and one post-probationary employee on continuing appointment from each of the following:</p> <ul style="list-style-type: none"> • Arts • Science, Technology and Health

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						<ul style="list-style-type: none"> • Business • Non-instructional Extended Study Leave: two representatives from OC and five continuing employees, one from each of the following: <ul style="list-style-type: none"> • Arts • Science and Health • Business • Engineering Technologies • Non-instructional
<p>10 SELKIRK COLLEGE FACULTY ASSN</p>	<p>N/A</p>	<p>Article 10.1.4 10.1 .4 Level of financial support When assisted leave is granted, employees will normally receive seventy-five (75%) per cent of their base salary, provided that funds from outside sources, excluding research and travel grants, do not bring their total earnings to more than one hundred (100%) per cent of their base salary. If employees earn more than one hundred (100%) per cent of their base salary the assistance will be reduced accordingly. Employees on such leave will report their taxable salary income for each of the calendar years so affected. In other special instances which are</p>	<p>Regular PD: \$1500/year Special PD: \$2500 every three years Tuition support: \$5000/year for two years</p>	<p>8.10.4 Regular Faculty Members will be provided with 22 working days per academic year for professional and/or course development activities.</p>	<p>SCFA members in the first two semesters of their employment are only eligible for an amount prorated in accordance with SCFA workload. With their supervisor's endorsement, the member may request funding for activities that will be of immediate assistance in their work only if the activities occur within the dates of their contract. Opportunities for funding and amount of funding will increase after members have completed two semesters.</p>	<p>8.10.3 A Committee on Professional Development consisting of five (5) elected Association members and two (2) administrators shall be formed to administer this fund.</p>

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		mutually agreed upon by the employee, the College and the Association, the level of support may be other than seventy-five (75%) per cent.				
<p>11 ACADEMIC WORKERS' UNION</p>	<p>Article 12.11 The College recognizes that scholarly activity is beneficial, and "may assist with the administration of funds which are received from external sources at no cost the employee... and no increased costs to the College"</p>	<p>Article 7.1 Assisted Educational Leaves: short-term (4 months) or up to one year; decision for leaves made by the PD Committee, currently we have been funding short-term leaves, as funds allow 1 leave per year.</p>	<p>Article 7.2.4 The College contributes \$52,400 to the fund, the committee each year decides allocation b/w short-term PD and Assisted Educational Leaves.</p>	<p>Article 7.2.2 20 days annually for faculty at 100%, prorated for faculty less than 100.</p>	<p>All faculty have access to the PD fund, amount is pro-rated depending on % appointment</p>	<p>Article 7.2.3 The PD Committee is made up of 4 elected Union members, and two management members.</p>
<p>12 CAMOSUN COLLEGE FACULTY ASSN</p>	<p>10.01 (e) (f) development of knowledge, skills, and awareness related to his/her educational practice and professional expertise. Research is listed in (f)</p>	<p>10.01 (b) Faculty can include annual 2 months PD time as part of an extended development project which includes a period of paid or unpaid PD leave.</p> <p>Faculty members can use the Deferred Salary Leave Plan 13.03+appD or deferred annual PD time 10.01 (h) to facilitate a long term leave</p> <p>15.02 (c) faculty with sick leave before 1988 may use it for additional PD at rate of 1 PD day for 2 accumulated sick days.</p>	<p>10.02 1.5% of annual salaries Letter of agreement 5 Common PD fund .6% of annual salaries The PD Committee reviews applications for both of these funds. PD Fund Guidelines procedures and forms. http://camosunfaculty.ca/wp-content/uploads/2015/09/PD-Guidelines-December-2014.pdf</p> <p>3 categories: Short Term activities \$3000.00 max. Long Term activities Activity costs or 20% annualized release</p> <p>In-House activities</p>	<p>10.01 2 months annually. Part time continuing faculty are pro-rated.</p> <p>1 month for specified non-teaching faculty (CE Coordinator, IE Project Officers, Analysts)</p> <p>Must be part of a scheduled development plan approved by Dean and a report submitted upon completion. Scheduled development includes professional (50% average), instructional, and organizational development.</p>	<p>PD Fund Guidelines Pro-rated for short-term funds based on average term contracts for the year. Access to all In-House activities and pre-approved courses Not eligible for long term funding.</p>	<p>10.02 The PD Committee reviews applications (bi-weekly meetings for short term and In house activities, annual meeting for Long Term activities). The PD committee directs the Bursar in the allocation of funds and establishes guidelines for administration of the funds</p> <p>APPENDIX A PD Committee (12 members) 8 faculty from schools, 2 faculty from CCFA (1 is chair @ 25% release) 2 Deans/Directors</p> <p>Administrative support staff funded by CCFA</p>

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			College wide events and Pre-approved courses			
<p>14 LANGARA FACULTY ASSOCIATION</p>	<p>Article 23: Two professional development funds: a Professional Development Support Fund (Article 23.1) and an Education Leave Fund (Article 23.2). At April 1st of each year, the College allocates an amount equal to no less than 0.9% of total faculty salary (exclusive of severance payments) to the PDSF and an amount equal to no less than 0.6% of total faculty salary to the Education Leave Fund. Unused balances in both funds carry over to the next budget year.</p>	<p>Education Leave (Article 23.2.2) is a period of subsidized leave (80% of salary and allowances) enabling a faculty member who holds a regular appointment and has completed 4 years of full-time equivalent service, to be freed from regular responsibilities to enable pursuit of educational or professional development recognized as beneficial to the College. A faculty member shall not be eligible to be granted leave of more than a cumulative total of 36 months as a faculty member.</p> <p>Exchange Leave (Article 9.12) allows a regular or continuing faculty member to exchange his/her position and responsibilities with a qualified person from another institution for a fixed period of time with agreement of the faculty member's Department and the College. Continues to receive regular salary and benefits during the exchange. The College and faculty member may discuss cost of living</p>	<p>Article 23.5: All professional development proposals must be approved by the appropriate Department Chair, who forwards to appropriate Division Chair or Dean. The Professional Development Support Fund Committee: prepares guidelines for the (1) disbursement of PD activity funds through Division Chairs and (2) funds for use of the Langara Research Committee and (3) supplementary funds to support short-term professional development activities.</p>	<p>Regular faculty members receive paid time for Professional Development Activities (Article 23.2.3) during their non-teaching semester. These activities are initiated by individual faculty member or groups of faculty members and may include attendance at conferences, workshops or seminars which facilitate: maintenance and enhancement of skills and knowledge as approved by the faculty member's department or required by a licensing body; adaptation to changes in teaching methods or knowledge required; preparation for career enhancement within the College; acquisition of expertise in the areas of college governance or management.</p>	<p>Non-Regular Faculty have access to PD funds. All faculty are allocated PD funds based on workload so pro-rated for part-time faculty, whether regular or "term" (non-regular).</p>	<p>Article 23.3 Committees Professional Development Support Fund Committee reviews completed Alternate Duty/Leave forms for approval of leave and departmental funding by the appropriate individuals identified on the form. The Education Leave Committee (Adjudication Committee) is a committee of the Faculty Association and College Administration: President or delegate, an Academic Dean or delegate, a Division Chair, VP of the Faculty Association or delegate, and a member-at-large of the Association nominated by the Association.</p>

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		inequities between areas regarding further assistance to facilitate the exchange.				
<p>15 VANCOUVER COM. COLLEGE FACULTY ASSN</p>		<p><u>8.3</u> Education Leave 2.75 FTE/fiscal yr (22.5mos); 70% salary; application to joint cttee; Long term leave: 4-12 mos must have 5 ys and stay 3 yrs after; Short Term Leave: less than 4 mos, must have 2 yrs and stay 1 yr; only for regular faculty. Renewal Leaves: 5 FTE leaves/fiscal (60 mos) Retirement Incentives: 5/yr. \$45,000 each</p>	<p><u>6.6.8</u> Regular PD Funds \$100,000 with \$240 plus top up when available for each member requesting. Adjudicated PD Funds \$50,000 fund with up to \$1000 per member. Common PD Funds 0.6% of faculty payroll with up to \$3500 per member.</p>	<p><u>6.6.2</u> 20 days/yr. Time is pro-rated to time-status for PT instructors, and instructors need to work 8 mos to qualify for 20 days. Instructors who work 7 mos qualify for 15 days/yr, and instructors who work less than 7 mos do not qualify for PD days.</p>	<p><u>6.6.2</u> Eligibility for PD funding is based on non-reg member working 7 mos or more at half time or more w/i a fiscal yr.</p>	<p><u>6.6.8</u> Two PD Committees administer the PD Funds. Regular PD Funds (\$240) Committee is a faculty-only committee comprised of 6 faculty. Joint PD Funds Committee, comprised of 2 faculty and 2 administrators, deals with Adjudicated PD Funds (\$1000) and Common PD Funds (\$1000-\$3500). 10 release days for union rep. (\$5,000 Release time)</p>
<p>16 NORTH ISLAND COLLEGE FACULTY ASSN</p>	<p>PD HANDBOOK In-service In-service PD is defined as time off at full pay for the purpose of attending conferences, workshops, seminars, courses and other approved professional development activities. Eligible professional development activities include:</p> <ul style="list-style-type: none"> • Applied and/or independent research • Professional reading in area of discipline • Conferences (attending/presenting) • Seminars/workshops (attending/presenting) 	<p>11.5 CLASSIFICATION OF PROFESSIONAL DEVELOPMENT ACTIVITIES 11.5.1 There shall be four (4) categories of PD activities: (a) In-Service PD (b) Assisted PD Leave (c) Unassisted PD Leave* (d) Assisted Exchange Leave* *Unassisted leaves and faculty exchanges do not require application to the PD Committee. 11.6 IN-SERVICE PROFESSIONAL DEVELOPMENT</p>	<p>PD HANDBOOK 3. Funding of PD and Distribution of Funds The employers shall place in an amount equivalent to one-and-one half percent (1.5%) of total faculty bargaining and salary budget into the PD fund. The PD fund shall normally be allocated as follows:</p> <ul style="list-style-type: none"> • 55% In-service professional (regular, sessional, group) • 45% Assisted short-term PD leave. <p>The PD committee shall submit a monthly statement accounting for</p>	<p>11.3 TIME ALLOCATED FOR PROFESSIONAL DEVELOPMENT 11.3.1 All regular full-time faculty shall have twenty-two (22) working days per year for professional development scheduled in a single block of time or in time periods mutually agreeable to the Employer and the employee. 11.3.2 Regular part-time employees shall have the same allocation, pro-rated to the proportion of their contract. The calculation shall include any</p>	<p>PD HANDBOOK Sessional faculty with an appointment of 50% or more and 4 months or longer are eligible for funding pro-rated to their workload in an academic year. Sessional faculty with an appointment less than 50% and less than 4 months in an academic year are eligible for funding pro-rated to their workload in an academic year. Provided that funds are available, and in the event the funding application is approved, funding for a sessional employee shall</p>	<p>11.4 PROFESSIONAL DEVELOPMENT COMMITTEE 11.4.1 The PD Committee will consist of one member appointed by the College and two members elected by the Union. The Professional Development Committee shall be coordinated by the Director, HR who shall be a non-voting member of the Committee. 11.4.2. Coordinating duties shall include, but not be limited, to the following: (a) Ensure that a quality program of PD is</p>

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	<ul style="list-style-type: none"> • Courses/programs (including the completion of diploma or degrees). • Liaison/visits with industry • Study of new techniques/technology <p>Eligible expenses participating in the above activities include:</p> <ul style="list-style-type: none"> • Registration fees, conference fees, tuition • Travel expenses, accommodation, and meals in accordance with NIC policy. Employees are responsible for checking and using provincial Government rates where applicable. Family Care – in the event that a spouse, partner or other family member is not available to provide safe care for a member of the family who resides with the employee, additional expenses incurred due to overnight travel shall be reimbursed to a maximum of twenty-five dollars (\$25.00) per night. Family care does not cover social events connected with activities. Receipts must be provided • Memberships: Where the payment of a 	<p>11.6.1 In-service PD is defined as time off at full pay for the purpose of attending conferences, workshops, seminars, courses and other approved PD activities. Time taken for such activities shall be deducted from the employee's total PD time entitlement (Article 11.3.1) and, when possible, shall be taken at a time when the employee is free of regular instructional duties. Normally such activities shall not take the employee away from regular instructional duties for more than five (5) working days at a time, except under exceptional circumstances agreed to by the Employer and the employee. Travel expenses, fees and other costs shall normally be paid out of the PD Fund.</p> <p>11.6.2 It is clearly understood that in-service PD shall also include activities such as reading or research in areas of instructional expertise, improvement of instructional or organizational techniques and skills and preparation of materials to enhance instructional effectiveness.</p>	<p>all expenditures to NIC and the NIC/NICFA Labour Management Committee. Any funds unspent at the end of the fiscal year shall accrue to the PD fund for the next fiscal year. \$1500/year for full time regular employee</p>	<p>increases to their regular assignment in that academic year.</p> <p>11.3.3 When employees are prevented by College duties or other circumstances from using the whole, or part of their professional development time entitlements, they may, with the permission of the appropriate Dean, carry a maximum of twelve (12) days forward for one (1) year. The days carried forward shall be added to the entitlement for the following year and shall be taken in that year.</p>	<p>to be less than \$250.00 once per academic year. PD must be taken and completed while an employee of NIC. A sessional faculty requesting funding for PD activities does not qualify for substitutes.</p>	<p>provided for all faculty at the College.</p> <p>(b) Establish, maintain, and apply clear guidelines, criteria, and procedures for supported PD applications, in a way that is fair and equitable.</p> <p>(c) The Director, HR shall provide up-to-date information to the PD Committee in order to determine the annual allocation of funding for the in-service funds.</p> <p>(d) Monitor the PD Fund.</p> <p>(e) The Director, HR shall maintain records of all expenditures and will work with the College's Financial Services to ensure that monthly reporting is accurate and up to date.</p> <p>(f) The Director, HR shall provide a monthly report on expenditures and activities to the PD Committee and to the Labour-Management Committee</p>

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	<p>membership reduces the registration fee at a conference and the combined membership and registration fee is less than the registration without a membership.</p> <p>Ineligible Activities and Expenses:</p> <ul style="list-style-type: none"> • Purchase of books • Purchase of computer software/hardware • Subscriptions • Memberships • Curriculum/ Course/ Program Development • Attendance at Articulation Meetings • Subsidizing College Activities (In-Service funding) • Substitute costs • Consultancy 	<p>Such activities will normally occur during the time set aside for PD activities (Article 11.3.1). For major course development or revision activity, refer to Article 9.14.</p> <p>11.6.3 The total time taken for activities in Article 11.6.1 shall not exceed 22 days in any year, except by agreement with the Employer.</p> <p>11.6.4 ANNUAL PROFESSIONAL DEVELOPMENT ACTIVITIES</p> <p>(a) Each Employee shall produce an annual PD plan</p> <p>(b) Employees shall submit details of proposed PD activities to their Department Chairs at least two (2) months prior to the start date of the activity, unless special circumstances justify shorter notice.</p> <p>(c) All PD activities shall be authorized by the appropriate Dean or designate on the basis of recommendations received from the Department Chair in consultation with their departments. Authorization shall not be unreasonably withheld, and reasons for denial shall be given in writing. In the event</p>				

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		<p>there is no Department Chair, faculty may seek written support of their applications from other colleagues or the Department Chair of the most closely related Department. (d) On completion of the PD activity, the employee shall submit a report describing the activity to the Department Chair, with a copy to the Dean.</p>				
<p>17 TRU OPEN LEARNING FACULTY ASSN</p>	<p>TRUOLFA Professional Development Fund Introduction: The Professional Development Fund is administered by a committee as defined in the current collective agreement with Thompson Rivers University Open Learning Division. Please click here to review a letter outlining important information about the procedures for obtaining Professional Development funding. Eligible Activities:</p> <ul style="list-style-type: none"> • Applied Research • Conferences • Seminars • Tuition fees • Workshops <p>General Guidelines (effective August 2013):</p>		<p>Maximum \$2000 per person per year</p> <p>Article 20 PROFESSIONAL DEVELOPMENT Each fiscal year the Employer shall place an amount equivalent to one and one half percent (1½%) of total OLFM regular salaries into a Professional Development Fund. Entitlement – All post-probationary OLFMs shall be entitled to apply for Professional Development funds. The Professional Development Fund will be allocated by a committee consisting of two (2) OLFMs appointed by the Union and one (1) Employer representative. On an annual basis, the committee will produce a report detailing approved</p>			<p>The Professional Development Fund will be allocated by a committee consisting of one employer representative and two Open Learning Faculty Members</p> <p>Functions:</p> <ul style="list-style-type: none"> • To determine policy and criteria that oversee the disbursement of funds to applicants • Adjudicating applications and approving reimbursement claims <p>Committee Members' Duties:</p> <p>EMPLOYER REPRESENTATIVE:</p> <ul style="list-style-type: none"> • TRU-OL representative • Deliberates all applications <p>Open Learning Faculty Members appointed by the Union</p>

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	<p>A new set of guidelines have been developed to ensure that your application for Professional Development funding is efficient and seamless. To download these guidelines, please click here. All applications must be submitted on the Professional Fund Application Form which may be downloaded here. For an overview of travel guidelines and expense policies, please see the TRU Travel Handbook.</p>		<p>allocations and actual disbursements made, to whom funds were allocated and/or disbursed and the purpose of the professional development activity.</p>			<p>TRUOLFA Representative A:</p> <ul style="list-style-type: none"> • Initial contact person • Initiates deliberation process • Previews all applications • Informs applicants of Committee's decisions • Co-ordinates all documentation • Previews all claims <p>TRUOLFA Representative B:</p> <ul style="list-style-type: none"> • TRUOLFA representative • Deliberates all applicants • Manages the Professional Development bank account • Manages the investments of the fund • Prepares financial reports • Audits all claims • Prepares reimbursement cheques
<p>19 NVIT EMPLOYEES' ASSOCIATION</p>						
<p>22 EMILY CARR UNI of ART + DESIGN FA</p>	<p>Article 12.05 Faculty Members and Their Subject Areas Article 12.06 Faculty Members' Professional Practice and Research These two articles refer to scholarly activity: that</p>	<p>Teaching Faculty: PD Leave -1 month (annual report must be submitted every year reporting on PD days) Sabbatical -12 months after 6 years of service</p>	<p>Article 17.03 Professional Development Fund Committee 0.6 Common Fund \$700 PD Fund per person/per year (pro-</p>	<p>Article 17.01 Professional Development Month – Teaching Faculty Members Article 17.02 Professional Development - Non</p>	<p>\$700 PD Fund per person/per year (pro-rated for less than 100%)</p>	<p>PD Committee allocates funds and adjudicates applications throughout the year. Consists of 3 Faculty and 3 Administrators.</p>

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	<p>faculty maintain effectiveness through SA and examples of SA</p> <p>Article 18.01 Sabbatical and Educational Leave Preamble May be granted for scholarship</p> <p>Article 18.02.9 Intent of Sabbatical Leaves Sabbaticals may be used for scholarly research</p> <p>ECUADFA Collective Agreement April 2010 – March 31 2014 http://www.fpse.ca/files/attachments/ECUADFA%20Collective%20Agreement%202010-14.pdf</p>	<p>Education Leave – 11 days to 4 months after 2 years of service</p> <p>Non-Teaching Faculty: PD Leave - 20 days (annual report must be submitted every year reporting on PD days) Sabbatical – 3 months after 6 years of service Education Leave – 11 days to 4 months after 2 years of service</p>	<p>rated for less than 100%) \$1000 - \$1200 Scholarship + Research Grant (can be applied for annually)</p>	<p>Teaching Faculty Members</p>		<p>Sabbatical and Educational Leave Committee adjudicates applications annually. Consists of VP Academic, one Dean, 3 Faculty Members, one Board Member, two external members from other institution appointed by the President.</p>