Professional Development Handbook

FOR SELKIRK COLLEGE STAFF & FACULTY

LAST UPDATED: DECEMBER 2021

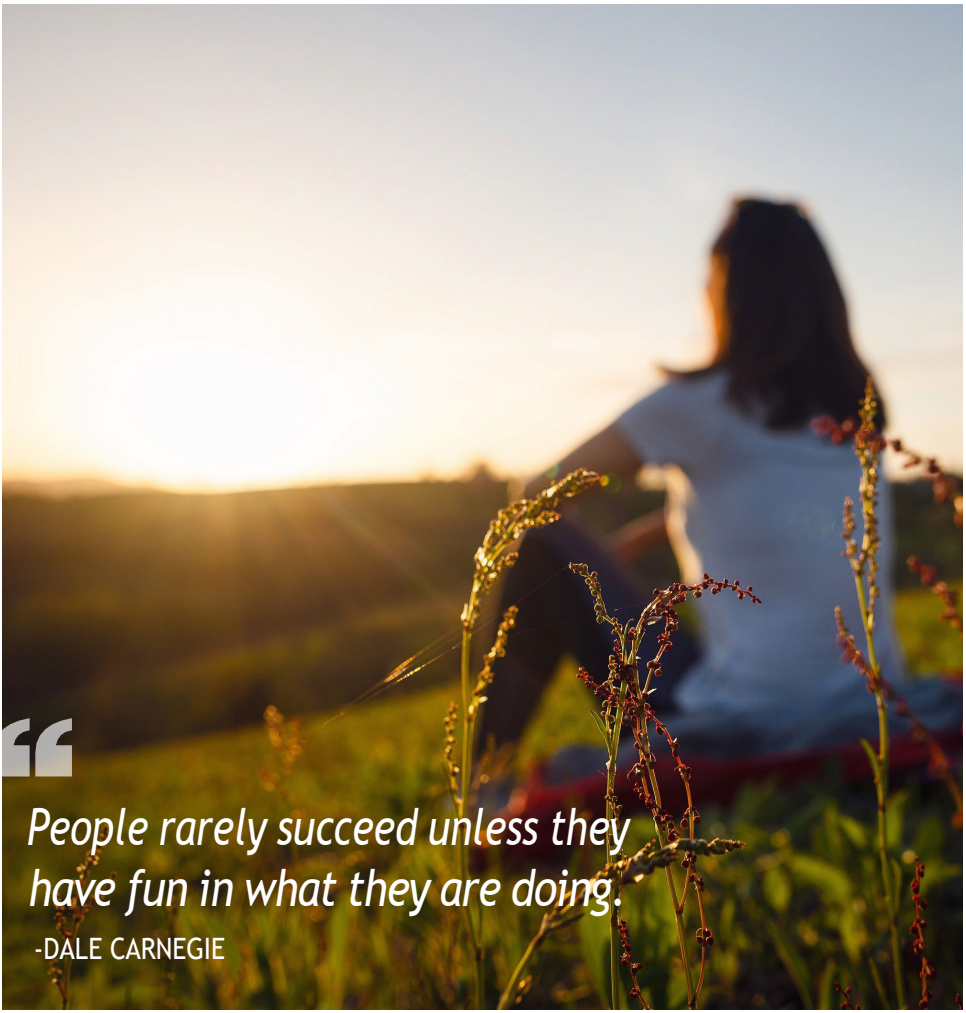

TABLE OF CONTENTS

	Page
Introduction	1
Purpose of PD Funds	1
General Guidelines	2
How to Apply	2
PPWC Professional Development Commitee	3
Terms of Reference — PPWC	3
Support for the Completion of Credentials (PPWC)	4
PPWC Tuition Remission (Article 19.0)	5
Exempt Staff Professional Development	6
Terms of Reference — Exempt	6
Application Procedures	7
Exempt Tuition Remission (Article 10.2)	8
BCGEU Common Professional Development Fund	9
Common Faculty PD Fund – BCGEU	9
Criteria and Process	10
Reporting Requirements	12
Committee	12
Timelines	12

INTRODUCTION

"The secret of getting ahead is getting started." – Mark Twain

This Handbook provides information on all Selkirk College Professional Development Committees and will be your reference guide in accessing professional development funds.

Although there are many similarities across these committees, each has its own *"Terms of Reference"* to define how the committee is governed and how the funds are administered. You can find these terms of reference in the individual PD areas within this handbook.

Names of contacts for each committee can be found at My.Selkirk.ca/staff/tools/.

PURPOSE OF PD FUNDS

The intent of this funding is to encourage the professional development of Selkirk College employees.

PD funds provide for activities which would not normally be available through other college channels and which meet one or more of the following objectives:

i. Remain current in one's discipline.
ii. Improve teaching skills, administrative skills, and/or professional status.
iii. Meet changing departmental or college objectives.
iv. Align with a development action plan.

GENERAL GUIDELINES

Criteria for deciding on the appropriateness of support will be outlined in the *"Terms of Reference"* of each PD committee.

Professional development may involve a wide range of expenditures and activities. Acceptable expenditures may include, but are not limited to:

- Costs incurred in bringing in resource personnel, conference or workshop registration fees, course fees, travel expenses, accommodation costs, and food costs.
- Purchase of reference materials for purposes of professional development, not instructional use. Examples of *"Reference materials"* may include books, journals, software, multimedia materials, or memberships in associations which produce professional documentation.

Some committees allow PD funding to be combined with support from other college-related funds.

HOW TO APPLY

There is one fillable application form for all Professional Development. Download the electronic application form located at My.Selkirk.ca/staff/tools/. The application form should be completed electronically.

Forward the electronically completed application form and supporting documents such as conference agenda, meeting agenda, course outline, etc. to your supervisor for approval and signature. Once approved, by your supervisor, forward the entire package to your PD Committee Administrator.

Incomplete applications will be returned for completion and re-submission.

Activities that involve representing Selkirk College in developing liaisons with other institutions **must** be sponsored by the Dean and at least one senior college administrator.

Remember that the PD Committees ***require at least ten working days*** to process your request, and Finance Department requires a similar period of time, so allow yourself at least four to five weeks of lead time. International travel requires(s) approval before your travel dates. **Once you have received approval from your supervisor and PD Committee you will work with the finance department to process the financial portion of your application.**

**Note: The PD year is the same as the College Fiscal year - April 1 to March 31*

PPWC PROFESSIONAL DEVELOPMENT COMMITTEE

TERMS OF REFERENCE — PPWC

Purpose

The purpose of the Professional Development Committee is to determine eligibility of applications, and if appropriate approve applications and provide funding for employees wishing to pursue further education.

Committee Membership

Membership of the Committee will be composed of three PPWC members and two members of Management.

Guidelines

i. The maximum funding allowable per person per fiscal year will be $750.

ii. A determination will be made by the Committee as to whether the funding request should be applied to College Directed Professional Development or to the Employee Driven Professional Development Fund.

iii. The Professional Development Committee will meet once a month or on an as needed basis to review applications.

iv. Funds may be used to cover any reasonable cost involved with the course (travel, textbooks, tuition, LRF, Student Activity Fee, etc.)

v. Applicants will be responsible for providing an Activity Report following the event, and for clearing all travel advances. No further Professional Development funds will be available to an individual until these things have been completed.

vi. Employees taking upgrading courses on an ongoing basis must re-apply for funding for each course or set of courses.

vii. Employees must take advantage of Article 19.01 before applying for Professional Development funds. Professional Development funds can be applied for by part-time and casual employees to top up the course allowed in Article 19.01.

viii. Professional Development funds are not pro-rated for part-time or casual employees.

ix. Employees must have seniority to apply for PPWC Professional Development funds.
x. Courses will be charged to the fiscal year in which they are applied for and paid for.
xi. Professional Development funds can be used at Selkirk College or elsewhere for job-related courses. Funds for employee wellness and personal wellbeing (including hobbies, etc.) will be provided only if the course is offered by Selkirk College. Exceptions to this will require unanimous approval of the Committee.
xii. The Committee reserves the right to approve or not approve any courses applied for.

SUPPORT FOR THE COMPLETION OF CREDENTIALS (PPWC)

General Guidelines

Selkirk College is committed to encouraging and assisting employees in the acquisition of credentials that will maximize their performance in their existing positions or prepare them for new opportunities within the college. Financial support for PPWC employees wishing to undertake a credential, technical or professional program will be granted at the sole discretion of the President, subject to budgetary constraints.

Scope

These guidelines apply to technical or university-level credential programs and are in addition to the provision for professional development support available through the PPWC Professional Development fund.

Eligibility

All PPWC employees in ongoing positions, who have been at the College for at least two (2) years, are eligible to apply.

The number of applications funded will be based on budgetary constraints.

While an annual amount of $10,000 has been dedicated to this specific funding, other under subscribed sources of employer directed PD funds may be considered at Selkirk College's discretion, and applied towards additional applications.

Management Committee will review the applications, in consultation with the appropriate supervisor if required.
The Management Committee through the Human Resource Director will provide their recommendations to the President for final approval.

Recommendation and final approval will be based on the college's planning and/or operational needs.

Support Provided

The college will reimburse an employee 50% of the costs associated with a credential, including tuition, books, travel and residence accommodation where required, to a maximum of $10,000 over a two year period (pro-rated for employees whose appointment is less than 100% FTE). Employees are encouraged to access additional funds, if required, through the PPWC Professional Development fund.

The college will also support the employee for time away from work on a shared basis, whereby the employee will utilize vacation time for 50% of the time needed away from work, and the college will provide an equivalent amount of paid time off to a maximum of three (3) weeks annually for a two year period.

The Employee and their Supervisor are responsible for ensuring that the time off does not negatively impact the operations of the Department or School.

An employee who is granted financial support under this program must agree to remain in the employment of the college for a minimum of two years after completion of or withdrawal from the program, whichever is sooner. Should the Employee leave before the end of this two-year period, they must repay the college for monies received, in proportion to the amount of time left (for example, an Employee who leaves after one year will be liable for 50% of the monies received).

Support from this program will only be available to employees who have not received said support for five years.

Procedures

Employees should apply in writing to the Director of Human Resources prior to registering for the program.

The request must include the following information:

i. program description (credential title and description);
ii. anticipated start and end dates;
iii. estimated costs, broken down by: tuition, textbooks, travel, residential or other accommodation;
iv. if applicable, and other costs;
v. rationale as to how this program will benefit the College;
vi. rationale as to how this credential fits in with the Employee's short- or long-term career goals; and,
vii. a letter of support from the Employee's immediate supervisor.

The deadline for applications is June 1st of each year.

PPWC TUITION REMISSION (ARTICLE 19.0)

** Requires a separate application process. See application and guidelines on My.Selkirk.ca/staff/tools/.*

Tuition remission relief is available for eligible Selkirk College courses for PPWC members, their partners and dependents as a benefit per Article 19.0 of the PPWC Collective Agreement,

Eligibility and Support Provided

To access this benefit, employees must have attained seniority. Full tuition relief for an unlimited number of eligible courses is available to full-time or part-time employees with regular contracts. On-call PPWC employees can access a pro-rated amount based on the amount of time worked in the year prior for one course per student calendar year. Approved requests cover tuition expenses only and do not apply to other fees
or taxes.

Procedures

Tuition remission must be applied for jointly with PD for Selkirk College courses – tuition remission will be considered first with any remaining balances applied to the PD request. Tuition remission forms are available at My.Selkirk.ca/staff/tools/. Once you have the form completed, register for the courses(s) and ask for a "Course Registration Statement". Attach this to the form and submit to HR at least two weeks in advance of the course. Late applications will be accepted but may not be processed immediately. Please know that tuition remission is considered a taxable benefit.

EXEMPT STAFF PROFESSIONAL DEVELOPMENT

TERMS OF REFERENCE — EXEMPT

i. To administer professional development funds to the college's exempt employees.

ii. To approve/disapprove applications from Exempt staff for professional development funding.

iii. To assist the Staff Development Committee in planning and recommending programs.

Membership

The committee shall consist of four administrative staff, three elected by the membership and one appointed by the Human Resources representatives.

Terms of Office

Committee members shall serve a minimum of two years.

Funding

Allocation of funds is the responsibility of the President. Administration of allocated funds is the responsibility of the Exempt Staff Professional Development Committee.

General Guidelines

i. Exempt staff members who have been in the employ of the college for 12 months may apply to the committee at any time for funding for activities which meet one or more of the following objectives:

- remaining current in one's area of expertise
- improving administrative skills
- meeting changing departmental or college objectives

The major criterion for deciding to support an activity will be the demonstration of direct relevance to the administrative responsibilities of the individual. Direct and indirect benefits to the college are also valid criteria. The committee may consider applications for professional development that result in personal development.

ii. Professional development may involve a wide range of expenditures and activities, both on and off campus. Acceptable expenditures include, but are not limited to,

- costs incurred in bringing in resource personnel, conference registration fees, course fees, travel expenses, accommodation and per diem costs or,
- purchase of textual or A/V material, publication costs, equipment rentals or purchase related to a specific approved PD project.

Applications from staff bearing the supervisor's endorsement may be eligible for funds to **augment the support provided by departmental budgets**. The maximum level of support provided by the committee will be determined annually. All full-time staff are eligible for funding. Part-time staff may be eligible for funding on a pro-rated basis.

APPLICATION PROCEDURES

i. The exempt staff member completes a Professional Development Funding Application form available at My.Selkirk.ca/staff/tools/.

ii. The staff member sends the completed forms to his/her supervisor for approval along with the relevant supporting documents. Departmental support for the activity must be indicated at this time.

iii. If the activity is approved and totally funded by the department supervisor, complete and forward Travel Advance Request and supporting documents to Finance for processing.

iv. If additional PD funds are required, forward the application with the required signed departmental recommendation at least 30 days prior to the activity to the Chair of the Exempt Staff Professional Development Committee. Unless applications are received at least 30 days prior to the activity, funding cannot be expected prior to the event.
A retroactive application will be considered if received within 15 days of the activity undertaken.

v. Incomplete applications will be returned to the applicant for completion and re-submission.

vi. The staff member must submit a written report of the PD activity to the PD Committee Chair within 60 days of completion of the activity. ***Failure to file an activity report renders that member ineligible for PD assistance for the next fiscal year.*** A completed expense report and all required receipts should be cleared through Finance.

EXEMPT TUITION REMISSION (ARTICLE 10.2)

**Requires a separate application process. See application and guidelines at My.Selkirk.ca/staff/tools/.*

Tuition remission relief to a 50% level is available for eligible Selkirk College courses for Exempt staff, spouses and dependents as per Article 10.2 of the Administrative Staff Employment and Benefit Program.

Eligibility and Support Provided

To access this benefit, employees must hold a position that is classified at or below step EX 7 on the Exempt Staff pay grid per Appendix A. The spouse and dependent children of an exempt employee are eligible provided they are not employed by the college. Approved amounts cover tuition expenses only and do not apply to other fees or taxes.

Procedures

Tuition remission may also be applied for jointly with PD for Selkirk courses – tuition remission will be considered first with any remaining balances applied to the PD request. Tuition remission forms are available at My.Selkirk.ca/staff/tools/. Once you have completed the form, register for the courses(s) and ask for a “Course Registration Statement”. Attach this to the form and submit to HR at least two weeks in advance of the course. Late applications will be accepted but may not be processed immediately. Please know that tuition remission is considered a taxable benefit.

BCGEU COMMON PROFESSIONAL DEVELEPMONT FUND

Our employees must be engaged and their talents developed to ensure the continued success of Selkirk College. This intention is evident in our Values, in our Commitments, and in our Strategic Directions. Therefore, an effective professional development program is a necessary component of a vibrant and sustainable college community. Members of the BCGEU are responsible for selecting and engaging in professional development and/or course development activities. Toward this end, all BCGEU members are provided with up to 22 working days per academic year for professional and/or course development activities.

COMMON FACULTY PD FUND - BCGEU

This information pertains only to the Common Professional Development Fund as outlined in Article 17 of the current Collective Agreement between Selkirk College and the BCGEU.

TERMS OF REFERENCE

Process and criteria for review and adjudication of applications

As per Common Agreement, Article 17.3, a common faculty professional development fund will be set at a point seven of one percent (0.7%) of the annual BCGEU salary.

The process and criteria for review and adjudication described in this document have been developed to ensure that this relatively small fund benefits as many individual BCGEU members as possible.

The fund will be administered on a fiscal year basis, which is April 1 through March 31. It is the intent of both the college and the Union to fully utilize the funds that are available each year.

All BCGEU members are eligible to apply for funding. Eligibility for activities is determined by employment status on the date of the activity and the date the activity falls within the fiscal year. It is possible for the BCGEU PD Committee to review an application in the current fiscal year for an activity to occur the following fiscal year as per the Timelines below.

Members can apply for funding retroactively as long as the activity took place during the same fiscal year and is submitted by the deadline before the fiscal year end.

CRITERIA AND PROCESS

The fund will support the following types of PD initiatives, in order of priority:

Priority One: Group PD

The first priority will be given to initiatives that benefit groups of faculty in a program, school, department or college-wide.

For example: speakers, workshops or video-conference-based lectures, or train-the-trainer event, where one or more faculty members attend a training event and commit to share their learning with colleagues afterwards. (To be considered under this category, the PD event must have an impact beyond the individual participants or recipients of the funding.)

Within this category, priority will be for:

- Requests that are clearly linked to college priorities (e.g. Selkirk College's Strategic Plan), or
- Education and training that will increase competence related to policy or statutory requirements (e.g. Human Rights).
- When an application involves an employee(s) attending a PD event and then upon their return, includes an opportunity to share the learning with other college members.

Note: Normally, the maximum amount of funding that a Group is eligible to receive under this category is $5000. Under special circumstances, a greater amount may be considered by the committee. If the total amount of funding requested in PD applications is greater than the PD funding available then the following will be considered:

- *the amount of funding received in the current fiscal year*
- *the quality of the application (completeness, accuracy, relevance)*

PROCESS:
How to Apply for Group PD

Submit a completed proposal to the designated administrator. A complete proposal includes:

1. A completed Application Form, including a school chair/supervisor signature and one additional signature (may be electronic approval)
2. Supporting documentation:
   a. Supporting documents such as workshop/conference agenda, course outline, etc.;
   b. A proposed schedule of events for disseminating the information; e.g. workshops, Discovery Day sessions; and
   c. Letters of support from colleagues who are interested in attending the events listed. The number of members supporting this application must be greater than the number of members requesting funding in the application.

Completed proposals may be submitted at any time, but will be reviewed according to the dates listed in the Timelines section (below). Incomplete applications will be returned to the applicant(s). It is the applicant(s)' responsibility to ensure it is complete and submitted by the appropriate deadline.

The Common PD Fund administrator will notify applicants of the decision made after the review period is complete (see the Timelines section for dates).

Download the application form from MySelkirk: https://my.selkirk.ca/staff/tools/pd/

Priority Two: Individual PD

The second priority will be given to initiatives that benefit individuals.

Within this category, priority will be for:

- Individual PD to increase an instructor's skill as a teacher or development of new competencies where a need has been identified in the school's Operational Plan or college Strategic Directions.
- Individual PD that supports the professional development outlined in the Instructional Plan.
- Individual PD to increase a faculty member's currency in his/her discipline.
- Speaking or presenting at a conference or event.

Note: A member may submit any number of applications but the maximum amount of funding that they are eligible to receive in a fiscal year is $2500. Normally, funding for Group PD will not count towards an individual's $2500 maximum. Funding for electronics, hardware, software, or the like will not be considered. Under exceptional circumstances, a greater amount may be considered by the committee. If the total amount of funding requested in PD applications is greater than the PD funding available then the following will be considered:

- *the amount of funding received in the current fiscal year*
- *the quality of the application (completeness, accuracy, relevance)*

PROCESS: How to Apply for Individual PD

Submit a completed proposal to the designated Administrator. A complete proposal includes:

- A completed Application Form, including a school chair/supervisor signature (may be electronic approval)

Completed proposals may be submitted at any time, but will be reviewed according to the dates listed in the Timelines section (below). Incomplete applications will be returned to the applicant(s). It is the applicants' responsibility to ensure it is complete and submitted by the appropriate deadline.

The Common PD Fund administrator will notify applicants of the decision made after the review period is complete.

Download the application form from MySelkirk: https://my.selkirk.ca/staff/tools/pd/

REPORTING REQUIREMENTS

Employees who receive funding from this fund must submit a PD Activity Report to the designated administrator within three months of completing the activity. Failure to fulfill this requirement shall render the faculty member ineligible for future funding. The report may be shared with other college employees.

Employees who receive group funding for "train the trainer" events must include feedback on the scheduled information session(s); i.e. dates, duration, and number of attendees in the PD Activity Report.

COMMITTEE

- The composition of the review committee will be the BCGEU Professional Development Committee established under Article 17.1 (c) of the BCGEU Collective Agreement.
- The committee will have a designated administrator.

PROCESS: Application Review and Approval

- The committee will review applications through an electronic forum. The committee may call face-to-face meetings where deemed necessary (e.g. review of Terms of Reference). The Vice President Education may call additional meetings of the committee if a particular application is deemed to be both time-sensitive and exceptional in nature. Items such as early-registration discounts will not merit additional meetings.
- The committee will recommend which proposals are to be funded and at what level.
- The Vice President Education will make the final decision.

TIMELINES

APPLICATION DEADLINE	REVIEW DATE	MAXIMUM ALLOCATION OF AVAILABLE FUNDS
March 1st	March 15th	Current fiscal year: 100% Upcoming fiscal year: 50%
May 1st	May 15th	Current fiscal year: 70%
Sept 15th	Sept 30th	Current fiscal year: 90%
Dec 1st	Dec 15th	Current fiscal year: 100% Upcoming fiscal year: 25%

NOTES