

FACULTY PROFESSIONAL DEVELOPMENT POLICY

Policy Section & Number:	Academic & Student Experience	Effective Date:	February 28, 2024
Policy Owner:	Vice President, Academic & Student Experience	Last Revised:	January 18, 2024
Policy Administrator:	Vice President, Academic & Student Experience	Review Scheduled:	Every 4 Years
Approver:	Board of Governors & Executive Committee		
<i>The official controlled version of this document is held with the Policy & Procedure Coordinator.</i>			

A. POLICY STATEMENT

The College recognizes the need for Faculty to be given the opportunity to participate in professional development (PD) activities on an ongoing basis. In line with Staff Development Policy, the purpose of faculty professional development funds is to support faculty professional development within the budgeted limits, and as prioritized by the Faculty Professional Development Committee utilizing the Professional Development regulations and guidelines.

1. Guiding Principles

- 1.1 The Keyano College Board of Governors in agreement with the Keyano College Faculty Association (hereafter referred as KCFA) 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.
- 1.2 This policy is to be referred to in all future Collective Agreements between the Keyano College Board of Governors and the KCFA to govern the funding and administration of faculty professional development, until such time as the subject is renegotiated by the two parties.
- 1.3 Any changes to this policy must be agreed upon by the KCFA and the Board of Governors.

2. Responsibility

- 2.1 Keyano College Board of Governors
- 2.2 KCFA
- 2.3 Faculty Professional Development Committee

3. Types of Professional Development

3.1 Short Term PD

- a) All faculty, subject to the guidelines for the Faculty Professional Development Committee, are eligible for short-term professional development.
- b) Short-term funds to defray all or a part of the expenses associated with the professional development activities involved, such as tuition fees, travel, books. Maximum amount, per faculty member, to be determined by the PD committee and communicated to faculty.
- c) 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 four months following the funded professional development activity, shall be liable to repay these funds to the Faculty Professional Development Reserve account.
- d) Recipients of funding support for multiple short term PD activities within an academic year can return service concurrently.

3.2 Long Term PD

- a) A faculty member can apply for long term PD after obtaining permanency status following successful completion of their probation period. Applications for long-term PD, with paid leave, will be recommended by the PD Committee for approval by the College President or designate. Re-application for long-term PD support in the second or subsequent years of a multi-year program is permitted.
- b) Long-term PD, with partial or no paid Leave - funds to defray all or a part of the expenses associated with the professional development activities involved, such as tuition fees, travel, books, and other required program costs.
- c) Long-term PD, with partial or full paid Leave - a percentage of the individual's salary together with benefits, for all or part of the term of the leave.

- d) For the period for which paid leave is granted, the faculty member shall receive 75% of his or her current salary, plus supplementary benefits except annual leave and sick leave accruals.
- e) For faculty members not employed throughout a given college year, their service shall be calculated as a fraction of 200 days.
- f) All faculty PD activity must be paused while the faculty member is on any leave other than approved paid leaves or PD approved leaves. Example of leaves that will render PD expenses incurred during the leave ineligible to be reimbursed, even with approval prior to leave commencement, are: Administrative leave, Sick Leave, Long Term Disability, Personal Leave of Absence, Compassionate Care leave, Maternity and Parental leaves.
- g) A faculty member granted long term PD shall be obligated to return of service conditions, as follows:
 - h) Partial or no-pay leave from work, not to exceed 8 weeks, a period of time equal (1-1) to the PD activity duration.
Partial or fully paid leave from work, exceeding 8 weeks, a period of time twice (2-1) that of the PD activity duration.
 - i) The return of service conditions will begin the day following the end of the PD activity.
 - j) In the event the faculty member voluntarily leaves the employ of the college or is discharged for cause before the return of 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.
 - k) 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. 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 abolished or terminated before the leave commences.

- l) In the event that a faculty member's position is abolished while on leave and the member is not reassigned the faculty member shall be relieved of any obligation to the college in this regard.
- m) Each recipient of long-term professional development funding shall be required to enter into an agreement with the college committing the recipient to these terms and conditions.

3.3 Specialized Training

- a) After obtaining permanency status, after the successful completion of probation, a faculty member is eligible to apply for specialized training.
- b) Specialized training -funds to defray all or a part of the expenses associated with the professional development activities involved, such as tuition fees, travel, books, and other required program costs, etc.
- c) A faculty member who receives funds for specialized training, and who voluntarily leaves the employ of the college or is discharged for cause in the year following, the funded professional development activity completion, shall be liable to repay these funds to the Faculty Professional Development Reserve account.
- d) Each recipient of specialized training funding, with or without paid leave, shall be required to enter into an agreement with the college committing the recipient to these terms and conditions.

4. Funding

- 4.1 The Board shall provide an allocation for faculty professional development, apportioned in the ratio 60:40 for long term and short term, respectively. The allocation will be equal to the previous year's allocation, plus or minus any percentage change in the Regular Operating Grant from Alberta Advanced Education.
- 4.2 In the case that PD funds are not fully utilized within a given college year, the remainder shall be disposed of as follows:
 - a) Put into the Faculty Professional Development reserve (a liability account of the College). The account will be interest-bearing.
 - b) The Fund Balance (referred to as "cap") amount has been determined to change by the same % increase/decrease as the change in Operating Grant (\$113, 157

for 2023-24 Academic year). Any remaining funds in excess of the cap amount shall be returned to the college.

c) In subsequent years, the cap will be adjusted as per above.

- 4.3 Any funds in the Faculty Professional Development Account 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 Faculty Professional Development Liability Fund to be expended on short-term requests in any given year.

5. Guidelines

- 5.1 The Committee shall be required to follow this policy as well as all appropriate rules and guidelines (see Appendix A) for approving professional development applications, 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.
- 5.2 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 (by way of a faculty member on the committee) and the Board of Governors (by way of the Vice President Academic & Student Experience) of applications approved and applications funded, including a detailed annual report to the Board of Governors.
- 5.3 Individuals receiving professional development support shall be expected to share any information or expertise they acquire through their professional development with their colleagues.
- 5.4 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.

6. Accountability and Reporting

- 6.1 All faculty members receiving short term professional development support may be required to submit one of the following to the Professional Development Committee upon completion of their PD activity:

- a) an official transcript of course(s) taken (if applicable.)
 - b) a written report outlining the professional development activity.
- 6.2 All faculty members receiving long term professional development and specialized training support shall be required to submit evidence of completion to People and Culture Department as per Return of Service Agreement.
- 6.3 A faculty member's failure to provide requested supporting documentation upon PD activity completion will result in denial of future applications.
- 6.4 Notwithstanding the return to service conditions, a faculty member shall be required to repay funds to the PD Committee in the event of unsuccessful completion of the PD activity.

7. Representation

- 7.1 The Committee shall consist of five members: four faculty members, fairly representing the various sectors of the faculty, together with the Vice President Academic & Student Experience or designate. Each member shall have one vote in the decisions of the committee.

B. DEFINITIONS

- (1) **Policy:** means the Faculty Professional Development Policy.
- (2) **College:** means Keyano College.
- (3) **Faculty Member:** Means active status, union paying dues faculty employee.
- (4) **Faculty Professional Development:** 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:
- courses, seminars, etc.
 - dealing with instructional techniques
 - conferences
 - prepare for leadership opportunities within the College
 - discipline-specific study

- upgrading of technical expertise (may include testing)
 - studies to enhance managerial and organizational skills for faculty members with administrative duties in the college
 - Professional Association/Membership fees
 - and, relevant work-experience in a business or industry setting.
- (5) **Short Term PD:** Short-term PD is confined to a period of sixteen weeks or less, such an activity may or may not involve leave from work in excess of eight weeks.
- (6) **Long Term PD:** Long Term PD activities extend over a period of more than sixteen weeks, but less than a year, may fall under one of the following two categories:
- a) **Partial or No Paid Leave:** Activity requires no leave or a paid leave from work that does not exceed eight weeks.
 - b) **Partial or Fully Paid Leave:** Activity requires paid leave from work in excess of eight weeks.
- (7) **Specialized Training:** Specialized training is confined to a period of sixteen 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.
- (8) **Tangible Assets:** In very rare unique circumstances and upon an approval by the professional development committee, the PD funding can be applied for technological devices purchases when it can be demonstrated that the technology will be used for development of curriculum or to prepare the Faculty member for future needs. Such purchase will be owned by the College until such time that the Faculty member purchases it or CRA amortization schedules deems it fully depreciated.

C. RELATED POLICIES

- *College Travel Policy*

D. RELATED LEGISLATION

- Freedom of Information and Protection of Privacy Act
- Compensation Regulation Handbook (RABCCA)

E. RELATED DOCUMENTS

- PD Committee Guidelines (added to this Policy below)
- KCFA Collective Agreement

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
10/13/2023	New 2023 templates used & minor changes in all sections. Tangible assets added into Definitions and updated wording regarding PD reserve fund. Policy 3.5.1 will be rescinded. Added PD Guidelines as Appendix A to this Policy.	All sections	Associate Director, People & Culture	Vice President Academic & Student Experience

Appendix A Faculty Professional Development Committee Guidelines

Reference: Faculty Collective Agreement, Faculty Professional Development Policy, College Travel Policy

Effective Date: July 1, 2018 (*Edited: September 26, 2019*)

Accountability: PD Committee

Keyano College encourages and contributes financially to Professional Development (PD) activities for its faculty members through the annual allocation of funds to a Professional Development Account. Professional development maintains professional practice to enhance faculty members' primary duties, including curriculum development, instructional practice, and assessment of students. Professional development also furthers competencies in member's employment and discipline, use of technologies, and/or prepare for leadership opportunities within our College (see [Faculty Professional Development Policy](#)).

1. All Keyano College Faculty Association (KCFA) members are eligible to apply for short-term PD funds. Long-term PD funds and Specialized Training funds are also available to KCFA members after obtaining permanency status following successful completion of their probation period.
2. The limit of individual allocations for short-term PD will be reviewed and announced annually by the PD Committee, and may be supplemented as identified needs or additional funds may be determined.
3. The professional development allowance shall be used in accordance with [Faculty Professional Development Policy](#), subsection 1a. Specifically, professional development includes those activities which enhance a faculty member's role (Goal 1 of the Faculty Annual Growth Plan), professional improvement (Goal 2 of the Faculty Annual Growth Plan), and other activities that support your professional goals such as community involvement, conference presentation, ad hoc committees, etc. (Goal 3 of the Faculty Annual Growth Plan).
4. The PD Committee will approve applications on a "first-come, first-served" basis. Fiscal prudence should be exercised in choice of PD activity and associated expenses. Due consideration should be given to the quality, cost, and proximity of the PD activity to the RMWB. Faculty members must obtain approval prior to the start date of their PD activity.
5. Any PD activity should be considered in the context of safety. This can be determined in reference to the Government of Canada's website (www.travel.gc.ca/travelling/advisories).
6. A faculty member's annual maintenance of membership requirements in professional

associations, which may be required as a condition of employment or by legislation to practice in a profession, shall be covered by their respective Department. Additional professional memberships shall be considered by the PD Committee within the scope of PD.

Please note that an employee cannot deduct from his or her employment income professional dues for which Keyano College has either paid or reimbursed monies.

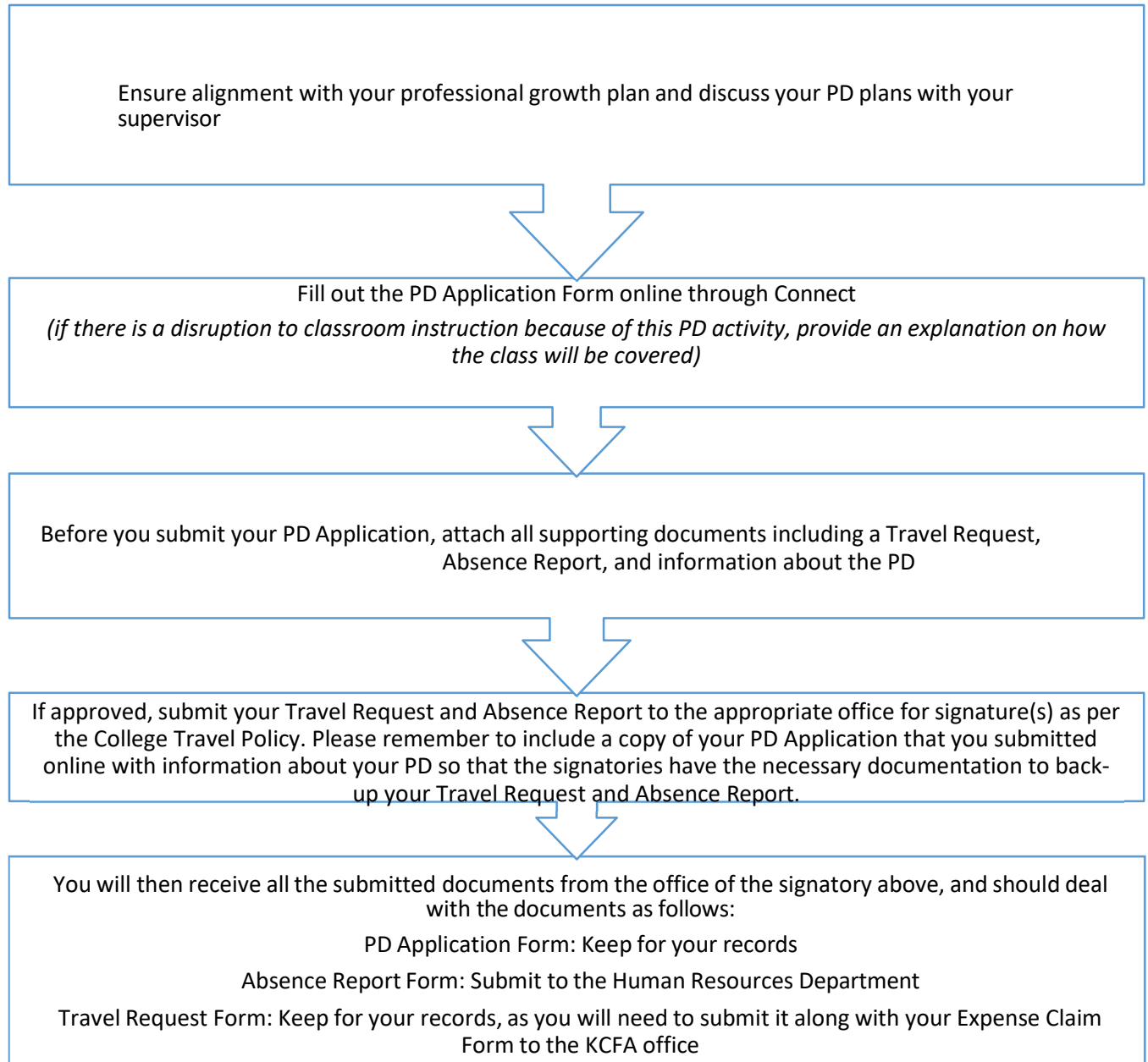
7. PD activity will pilot the purchase of tangible goods such as textbooks, journal subscription, manuals, software, or electronic devices (in very limited circumstances). Applications will be reviewed in the context of previous purchase of tangible goods with PD funds. PD funds shall not be used to purchase tangible goods required for you to fulfill your contractual roles and responsibilities as a faculty member.

Also, as non-taxable benefits, any tangible goods purchased remain the property of Keyano College for two (2) years. Upon retirement, resignation, or termination of employment before two (2) years, all such items will remain the property of Keyano College. Exceptions may apply with the approval of the respective Dean/Director. In some cases, the former employee may request to purchase the property from Keyano College at its fair market value.

Faculty should consult ITS on any electronic and software prior to submitting PD application.

The purchase and disposal of all tangible goods must be in accordance with College's Policies and Procedures.

PD Application and Approval Procedure for all Faculty:



IMPORTANT INFORMATION FOR TRAVEL-RELATED EXPENSES

Details regarding policies and procedures pertaining to expenses and reimbursements can be found in the [College Travel Policy](#).

FEATURES OF SPECIFIC FORMS:

[Travel Expense Claim Form](#): Submit this document with a signed copy of your Travel Request Form and all “**original**” receipts (not copies) for expenses you have incurred to the KCFA office.

While preparing these guidelines, consideration was given to as many circumstances that may arise as possible. In the event that further clarification or discussion is needed about any of the content contained in this document, please direct your inquiries to the PD Committee. In the event of any conflict between this Guidelines and the PD Policy, the terms of the PD Policy shall prevail.

First Approved: July 2018 Edited: September 26, 2019