

## Faculty Professional Development Committee Guidelines

**Reference:** [Faculty Collective Agreement](#), [Faculty Professional Development Policy 3.5.1](#), [College Travel Policy](#)

**Effective Date:** July 1, 2018

**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 3.5.1](#)).

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 all full time KCFA members after one year's service as a permanent employee.
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 3.5.1](#), 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](http://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. All faculty members are eligible for short-term professional development (PD), which can be used to cover expenses such as tuition, travel, and books. The Faculty Professional Development Committee determines the maximum amount available. Short-term PD is designed to support brief activities aimed at **updating or refreshing existing skills**. If a faculty member leaves the college or is discharged for cause within four months of receiving the funding, they are required to repay the funds.

In contrast, only faculty members who have successfully completed their probation and achieved permanency status are eligible to apply for specialized training. This funding covers similar expenses but is focused on **acquiring new skills/knowledge or expertise** within the faculty member's primary assignment or discipline. Specialized training involves multiple modules or courses, follows a formal curriculum offered by a government-approved regulatory bodies, professional associations, and government-approved post-secondary academic institution, and includes evaluations (leading to a pass or fail outcome). While short-term PD focuses on skill updates, specialized training is more comprehensive, aiming to build new competencies in a specific area.

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Short-term	Specialized Training
<ul style="list-style-type: none"> <li>○ Less than 16 weeks</li> <li>○ Offered by private or public training providers, regulatory bodies, or professional associations</li> <li>○ Activity – conference, tangible goods, course, field trip, etc.</li> </ul>	<ul style="list-style-type: none"> <li>○ Less than 16 weeks</li> <li>○ Activity must be minimum of 35 hours</li> <li>○ Offered by government-approved regulatory bodies, professional associations, and government-approved post-secondary academic institution</li> <li>○ Formal curriculum with outcomes</li> <li>○ Advance knowledge skills</li> <li>○ Evaluation</li> </ul>

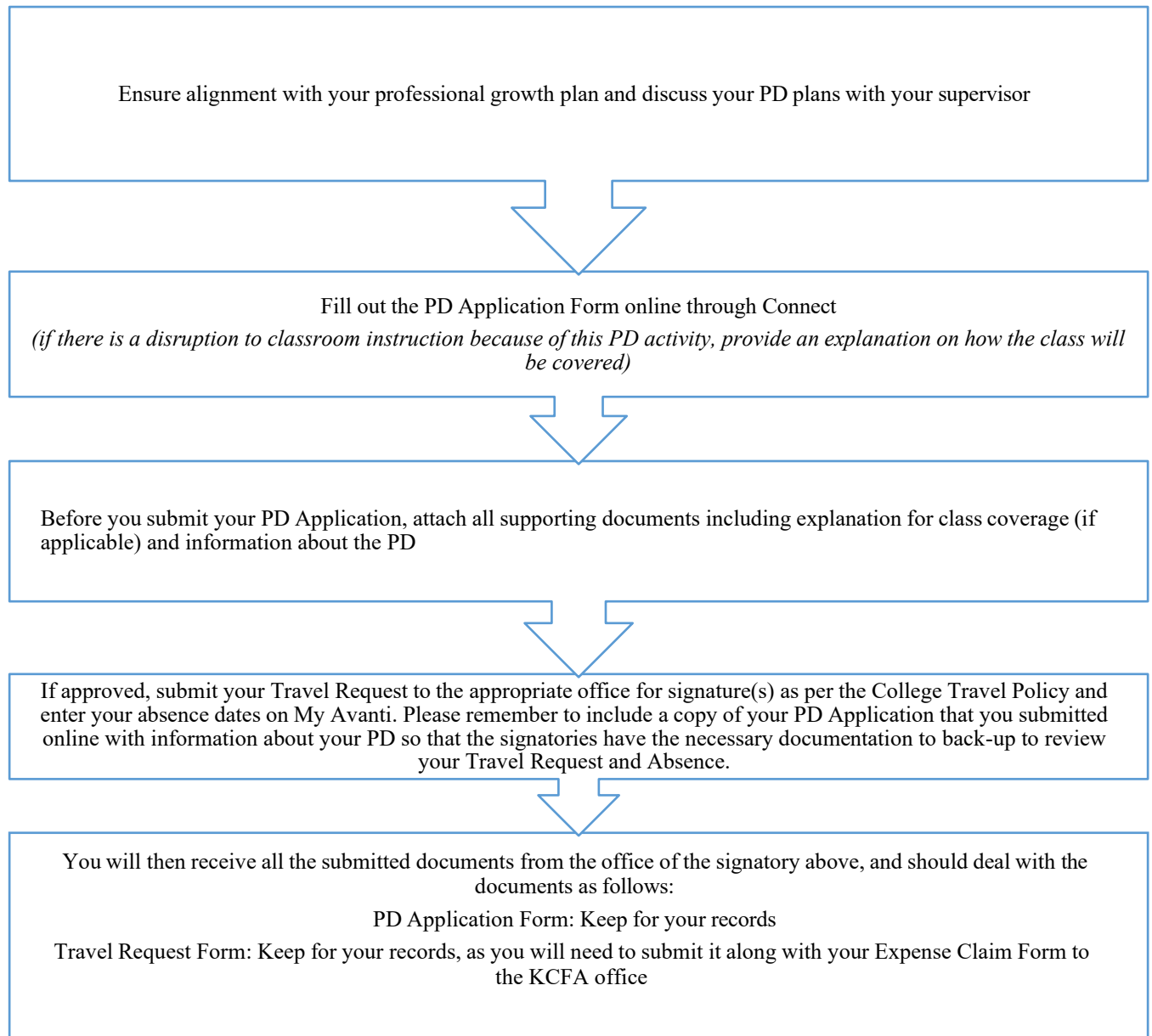
8. PD activity will pilot the purchase of tangible goods such as textbooks, journal subscription, manuals, software, or electronic devices. Applications will be reviewed in the context of previous purchase of tangible goods with PD funds. PD funds shall not be used to purchase tangible goods required 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:

**[Employee 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.*

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