

## Emily Carr University Faculty Professional Development Fund Guidelines

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### 1. **Preamble**

The Professional Development Committee shall be guided in all its determinations by the terms of reference established by Article 19.02 of the Collective Agreement and these Guidelines.

### 2. **Committee Composition**

The Committee shall be comprised of equal representation between the university administration and the faculty association. Representing the university administration, the typical composition shall include a dean appointed by the academic affairs leadership team, and the Associate Vice-President, Human Resources + Privacy Officer. For the faculty association, the faculty shall elect two members to serve as per the bylaws that govern the faculty association.

### 3. **Decisions**

Recommendations of the Committee shall be made by majority vote of Committee members. Recommendations of this committee shall be made to the Vice President, Academic for final approval.

### 4. **Term of these Guidelines**

Annually, the Committee shall review and, if necessary, revise the administrative Guidelines subject to approval by both parties.

### 5. **Meetings**

The Committee shall meet as needed to deal with ordinary business and review applications to the Professional Development fund as may be required.

### 6. **Professional Development Defined**

Professional development funds shall be provided to support activities of mutual benefit to faculty and Emily Carr University that enhance faculty development in the areas of teaching, professional practice and research and may include support for:

- maintaining currency in field
- furthering pedagogical and teaching effectiveness
- developing a widely recognized body of practice and/or research
- participating in promoting art, media, and design activities in the greater community

### 7. **Eligibility**

- A. **Professional Development Fund monies** shall be disbursed to Regular, Probationary and eligible Non-regular Faculty Association Members on a pro-rated basis according to teaching load (FTE) in accordance with the allocation of funds agreement.
- Non-regular teaching Faculty are eligible for PD funds, on a pro-rated basis, for activities that occur during the period of their contract.
  - Faculty with continuing appointments (Lecturer status) are eligible for PD funds, on a pro-rated basis. For Lecturers, where their schedule has been set for both Fall and Spring, they can access the pro-rated amount for the full period in advance of the Spring semester.
  - Non-regular non-teaching Faculty, such as counselors and librarians, are eligible for PD funds on a pro-rated basis, for activities that occur during the period of their contract, for contracts that are a minimum of four months.
  - Deadlines for Sessional applications for the Professional Development Fund are four weeks after the end of the Sessional contract unless they are teaching consecutive terms, in which case they can access a cumulative allocation and must submit the application by the earlier of 4 weeks after the end of their last contract or before the committee's year-end review deadline.

If the proposed professional development activities require absence during duty-time, approval from the Dean or Administrative Supervisor for the leave of absence must be approved prior to the application being submitted to Human Resources.

### 8. **Allocation of Funds**

Funds Available for Professional Development shall be allocated in two ways:

- A. **First Round (April 1<sup>st</sup> through December 31<sup>st</sup>) requests:** are allocated based on a full-time workload of 24 credits per year for Regular and Probationary Faculty and are pro-rated on the basis of FTE for eligible Continuing and Non-regular faculty.

- B. Second Round (January 1<sup>st</sup> through March 31<sup>st</sup>) requests:** Any monies not spent by an eligible Faculty member between April 1<sup>st</sup> and December 31<sup>st</sup> of any year shall be returned to the pool from January through March, funds will be allocated on a first-come, first-served basis.

Any Faculty member who has not yet applied for their allocation may apply, and all effort will be made to ensure that new non-regular faculty starting in January are aware of their eligibility to apply. However, Regular and Probationary Faculty and Lecturers, who have already received their year's allocation, may apply for a second amount of up to 50% of their initial allocation.

## **9. Administration**

Faculty Members will complete and submit an Application Form for Faculty Professional Development Funds to **pd@ecuad.ca**. The HR Advisor supporting PD shall:

- receive application forms and forward them to the Committee
- forward the Committee's recommendations to the VP Academic
- if approved by the VP Academic, will send an approval confirmation to eligible Faculty members and arrange reimbursement of relevant expenses upon presentation of receipts.
- Administer the fund accounts.

Reimbursement:

- For pre-approved requests, Faculty Members must submit original receipts of PD expenses following PD activities or purchase.
- If application is made after PD activities, Faculty Members must submit original receipts with the PD application.

*Note: The current allocation is \$1000 per full-time workload based on 24 credits per year. The current 2nd round maximum allocation for eligible faculty members is \$500. These amounts are subject to change.*