

**Arts: Social Sciences Division
Professional Development Guidelines 2023-2024**

Divisional PD Committee

Every department should have a representative on the PD committee, which reviews the current guidelines and approves faculty proposals for their PD entitlement. Our guiding principle has been to be as egalitarian as possible, avoiding a competitive evaluation procedure that pits one faculty member's application against another. Other divisions employ different methods in their disbursement and adjudication of PD funding requests. Undoubtedly, some of you will disagree with our approach and should advise your department representative of any concerns. Faculty are reminded that Divisional PD funds are a taxable benefit.

Amount for 2023-2024

PD funds arise from the terms of the Collective Agreement and for this fiscal year, our divisional committee was allotted a base of **\$700 per FTE**. Since not all eligible faculty use these funds, we often maintain a small surplus. Thus, your PD committee was able to allocate a maximum annual limit of **\$1,800** for PD funds for 2023-2024. These funds are in addition to the \$100 each regular and NR2 faculty member is entitled to, which are administered through KPU's finance department, using a standard expense form.

Eligibility

All faculty members are eligible for PD funds, which are **pro-rated based on a full teaching load of 8 sections**, or equivalent work such as time-release for research and scholarship, maternity/paternity leave, education leave, or administrative work (i.e. Chair, REB, or other committee work). This year, for example, those teaching 4 courses, half a regular workload (or FTE = 0.50), would have access to \$900 (half of \$900). PD funds for non-regular faculty will be based on the number of sections taught within three consecutive semesters beginning with the summer semester (i.e. a full academic year as with full time faculty) but based on the number of sections taught in the financial fiscal year (April 1-March 31) rather than the academic year (Sept. 1-Aug. 31).

Banked Funds and Cash Advances

Please note that it is not possible to bank funds and advances are no longer possible.

Eligible Expenses

Eligible expenses include membership fees, journal subscriptions, books, access to databases, technology (e.g. computer and smartphone) that directly supports research and professional development (excluding phone/internet access fees, but including subscriptions to technology that supports research), course fees, conference, and associated fees, upgrading qualifications, curriculum materials, field equipment/gear, academic travel, and research expenses. Please contact a member of the PD committee if your activity falls outside this list. We will attempt to be as accommodating and inclusive as possible.

With respect to journals, software or books the intention is that they will be shared within the applicant's department for the use of other faculty as well. When applying for these types of materials, you will need to specify exact titles, organizations, etc. on your application form. Also note, that eligible expenses must be incurred by the applicant between **April 1, 2023 and March 31, 2024**.

Procedures, Notes and Forms

1. Funds must be requested **prior** to the PD activity to ensure the proposed PD activities fall within our guidelines and that adequate funds are available. Remember to apply as early as possible because funds are allocated on a first come first-served basis and there is always the possibility of funds running out.
2. Complete all sections of the Professional Development Application Form (G2557) and send it to **your departmental PD rep**, listed below. A hard copy and a web link to this form are provided below. Please include your FTE status, email, and voice mail. After your application has been approved by your department PD rep it is sent to the Dean's office and then forwarded to the Finance department. Finance processes your application. Remember the application form must be filled out and approved **before** any expenses are incurred and an expense form is submitted! You will receive an email copy of your approved form from the Dean's office. Note that you may require additional approval for travel and/or be required to book travel through university-mandated channels. Information is available [here](#).
3. If your PD plans change and you no longer need the funding, **please advise your departmental PD rep as soon as possible**. Funds may not be applied to a different event without approval.
4. After the event, (usually within 30 days), complete the PD Expense Report form (A1039) making sure to attach all original receipts (credit card summaries are normally not accepted) and send it to your department PD rep. A hard copy and a web link to this form are provided below. Mileage (**0.545 per km**), transit fees and parking can be claimed with receipts as can the food allowance to a limit of **\$119.75 CDN** per day. Note that mileage expenses should be accompanied by a Google map.
5. In order to include funds carried over from the previous year and therefore maximize our annual allotments, applications will be approved starting on **April 15, 2023**.
6. PD application forms for this fiscal year must be approved by the dean by **March 15, 2024** to be eligible. Be mindful that the approval process can take between 7-10 days.
7. A "hard copy" PD application form is provided below. Or follow this link to the **PD application form**. Note, you may have to login to KPU first.
<https://our.kpu.ca/resources/Forms%20of%20All%20Kinds/Professional%20Development%20Application%20Form.pdf#search=Pd%20application>
8. A "hard copy" PD expense form is provided below. Or follow this link to the finance form website to access the **PD expense form**: <https://www.kpu.ca/finance/finance-forms>

Departmental PD Representatives

Name	Department	Campus Mail
Ryan Higgitt	Sociology	Surrey
Tracy Sherlock (Chair)	Journalism/Comm	Surrey
John Martin	Geography/Environment	Richmond
Keiron McConnell	Criminology	Surrey
Sara Yoshida	Anthropology	Richmond
Cory Pedersen	Psychology	Surrey
Jack Hayes	History	Surrey
Francis Abiew	Political Science	Surrey

PD committee members welcome any comments, suggestions and/or questions that you might have concerning Professional Development. **Email is simply first.last@kpu.ca**.

PD Money Quick Reference Chart

This process does not apply to:

- ⇒ "Personal PD": \$100, regular expense form, straight to Finance
- ⇒ "0.6% PD Fund": Competitive application to a committee

Come up with your idea to use the money.
You can ask your PD rep for advice. Do not buy/book yet.

Fill out PD application form.
Place emphasis on benefits to your professional development over fulfilling your teaching duties

Send your completed PD application to your PD Rep

PD rep reviews application

PD rep recommends revisions OR

PD rep signs application and sends to Dean of Art's office

Associate Dean signs application and sends it to you, and to Finance. **You are now approved.**

7-10 days are needed to acquire signatures.

You may require additional approvals from the Dean's Office for travel.

Complete or buy PD activities/items

Complete expense form. Include original receipts, cheques, bank or card statements, and/or maps to substantiate expenses. Sign your form

Send expense form to your PD rep

Your PD rep will review and sign your form. They will send your documents directly to Finance.

Finance will review your expense form and compare it to your application.
Funds will be directly deposited once approved.



PROFESSIONAL DEVELOPMENT
APPLICATION FORM

NOTE TO APPLICANT: PD Expense Report Form (with receipts) MUST be submitted to clear this charge against your name. If you do not complete the approved activity, the PD Chair Finance must be notified

Name of Applicant: _____ **Banner #** _____

Program/Discipline: _____

Email Address: _____ **Phone #** _____

If you require additional space to answer the following questions, please attach a separate page and supporting documentation.

Description of Activity: _____

Dates and Location: _____

Please describe how the proposed activity will be of benefit to you: _____

Please describe how the proposed activity will be of benefit to KPU: _____

Please complete estimated expenses on page 2.

ESTIMATED EXPENSES

Travel/Misc. \$ _____

Advance Required \$ _____
(not issued under \$200)

Kilometres \$ _____

Accommodation \$ _____

Date Required _____

Meals \$ _____

Payable to _____

Registration Fees \$ _____

Campus C ☐ L ☐ R ☐ S ☐

Airfare \$ _____

Are you requesting additional funds in the future to reduce your share if monies are available? Yes ☐ No ☐

Other (please specify) \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ __________
Applicant's Signature - REQUIRED

Date: _____

Less Applicant's share \$ _____**PD Funds Required** \$ _____**RECOMMENDATION OF PD COMMITTEE CHAIRPERSON****PD Group:** _____**Amount Recommended:** _____**Date:** _____**PD Org Code:** _____**PD Chair:** _____*Name – please print clearly**Signature***Disbursement:**_____
*Name of Administrator- please print clearly*_____
*Signature of Administrator*_____
Date

FUND	ORG	ACCT	ACTV	AMOUNT



Each approved PD Activity MUST have a separate PD Expense Report Form. Attach all original receipts related to this PD activity. The PD Expense Report Form MUST BE SUBMITTED WITHIN 30 days of completion of PD Activity.

Must be completed

Function Location

Description of Expense	Total KM (@\$0.53/km)	Other Travel	Accom.	Meals	Reg Fees	Other	
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

0.00

0.00

69

Date

Written Signature

Date _____

[illegible]



Travel Request Authorization Form

TRAVEL INFORMATION			
TRAVELER(S) INFORMATION	Name of Traveler(s)	Employee ID #:	Department(s):
TRIP INFORMATION	Destination(s):		
	Departure Date(s):	Return Date(s):	
	Purpose of Travel: (please attach supporting documentation)		
FUNDING INFORMATION	Total Estimated Cost:	Charge to: (i.e. org, fund, research, SPF, external funding)	

PCARD TRANSACTION LIMIT WAIVER	
<input type="checkbox"/> Waive the PCard single transaction limit for the duration of the trip <input type="checkbox"/> for all listed travelers who have a PCard <input type="checkbox"/> for selected travelers who have a PCard: _____	
Reason: <u>If the duration of the trip</u> is longer than two weeks, please provide an explanation.	

Normal transaction limit waiver is 2 weeks, unless extension has been requested. To check if transaction limit has been approved, please login to: <https://www.access.usbank.com>. All requests should be processed within 10 working days of receipt. If more space is required, attach an additional list.

SIGNING APPROVAL	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:
<p>*All international travel plans require pre-approval from the Provost and Vice-President Academic, the President & Vice Chancellor, or the Chief Financial Officer plus the traveler's one-over-one approver. All domestic travel plans require pre-approval from the traveler's one-over-one approver (i.e. Director, Executive Director, Associate Dean, Dean, Vice-President or President.)</p> <p>**Any travel both domestic and international which have an active travel advisory will require pre-approval from the corresponding Vice President, Chief Financial Officer, or the President.</p>	

A copy of this completed and signed form must be sent to Accounts Payable along with any travel reimbursement request related to this trip and/or to FAST PCard along with the PCard statement on which are charges related to this trip.