School of Business

Professional Development

Guidelines and Procedures

1. Intent of the School of Business PD Committee

The committee intends to promote activities to enhance the academic, technical and educational standards of the programs/disciplines. The proposed activity should be for maintenance and development of the faculty members 'professional competence and effectiveness' and provide benefit to the faculty member and the Employer. The committee intends to manage the PD budget without overspending within a fiscal year (April 1st - March 31st).

2. PD Committee

a) The School of Business PD Committee exists by virtue of Article 16.01(a) (vi) of the Collective Agreement.

b) A total of eleven (11) members shall be elected to the Committee to serve a two-year term. The terms of the members of the Committee shall correspond to the terms of the Faculty Collective Agreement.

Each of the following groups shall elect one member in even calendar years:

- ACCT/BBA-
- ACCT
- BUQU
- BTECH/CSIT
- CBSY

- MRKT

Each of the following groups shall elect one member in odd calendar years.

- LGLA
- BUSI
- ACPR
- ECON
- ENTR

c) A quorum shall be 50% of the elected members

At the April PD Committee Meeting, Elected members shall elect a Professional Development Chairperson or Co-Chairs for a renewable one-year term.

d) One of the elected members shall be elected at the April PD Committee Meeting to serve as the School of Business representative to the Educational Leave Committee for a two-year term.

e) The PD Committee will meet year-round as required to consider all Professional Development Policies and Appeals on a timely basis.

3. **PD Funds**

a) The School of Business PD budget consists of the annual allocation under section 16.01(g) of the Collective Agreement plus any unencumbered funds from the previous fiscal year's PD budget.

16.01{g) A budget of $700.00 for each full-time equivalent faculty member in a group (based on the enrolment and staffing report of October 31st prior) shall be allocated to each Professional Development Committee for the fiscal year. The administrator may not expend the funds allocated in this article that have not been recommended by the Professional Development Committee.

b) Each department, prior to April 1st of each year, must inform the PD Committee in writing of which of the following two options are to be used to allocate funding. Departments that do not inform the PD Committee as to which option they prefer prior to April1 will have their funds allocated under Option #2 for the year. Available funds will be made known on April 1st of each year.

(i) Option 1

Funds will be allocated to each department within the School of Business on a pro-rata FTE basis on April1 of each year. Applications received by the committee in accordance with the guidelines will be approved up to the maximum departmental budget.

Departments are encouraged to develop cooperative plans to allocate the money to the maximum allowable department budget. Funds unencumbered by the end of each fiscal year, March 31, are returned to the School of Business pool for reallocation in the following fiscal year, in accordance with 16.01(*i*) of the Collective Agreement.

(ii) Option 2

Applications that are received from Full-time Regular faculty by January 15 and fall within the guidelines for eligibility will be approved up to the individual (FTE) level to an annual maximum amount equal to their pro-rata share of the School of Business pool. Part-time Regular, Non-Regular Type 1 and Non-Regular Type 2 faculty members have equal access to PD funds but will be subject to a maximum limit equal to a pro-rated portion of the FTE amount based on their workload. After January 15, unspent unencumbered sums will be allocated in accordance with Option #1 above.

4. Eligible PD Events and Expenses

a) Allocation of PD funds is based on Articles 16.01(f) and 16.03(a) of the collective agreement.

> 16.01(f) ... that the proposed activity will be of benefit to the faculty member and the Employer 16.03(a) ... the maintenance and development of the faculty members' professional competence and effectiveness. It is agreed that maintenance of currency of subject knowledge, the improvement of performance of faculty duties, and the maintenance and improvement of professional competence, including instructional skills, are the primary professional development activities of faculty members.

b) Eligible PD events may include, but are not limited to the following:

- Conferences
- Educational opportunities {courses, training}
- Workshops

It is incumbent on the applicant to show how the proposed activity will be of benefit to the faculty member and the Employer: The PD committee will not recommend any application that it deems to be personal development.

c) Eligible expenses that may be claimed under an approved PD event may include, but are not limited to the following:

- tuition fees- faculty wishing to undertake an advanced degree must be able to show rejection by the Faculty 0.6% PD Fund. Expenses related to Doctoral programs will be eligible up to a maximum of $2,000 per person, per fiscal year
- application fees

- registration fees
- C.E. credit fees or exemption fees
- travel to events other than events at Kwantlen (airfare, taxi, transit, ferry, mileage, parking}, as per policy FM5 and procedures
- accommodation at events, as per policy FM5 and procedures
- meals in accordance with Policy No. E.6 paragraph 9, as per policy FM5 and procedures
- books/software - faculty are encouraged to pursue the departmental purchase order and/or expense report route for purchasing books and software. Faculty are also encouraged to make book recommendations to the library by contacting the librarian responsible for their subject area. It is expected that when faculty purchase books with PD funds, they will be prepared to share them with other members of their department. ("Sharing" avoids the problem of taxable benefit).
- hardware and equipment to be used in a teaching and learning capacity to benefit the faculty member and department; based on departmental approval.
- activities for the improvement of performance of faculty duties - as the committee has the responsibility or promoting activities to enhance the academic, technical and educational standards of the programs/disciplines, faculty who are requesting funding for activities that improve performance of faculty duties (e.g. administrative-type committee work) are encouraged to first pursue funding from the area that primarily benefits from these duties.
- registrations/memberships/subscriptions for access to online training, databases and reference
- academic journal pagination fees supported by the journals' acceptance letter

d) Ineligible expenses include but are not restricted to the following:

- Non reimbursable expenses, as listed in FM5 (6) procedures, section F

- Substitutes- where the proposed activity falls on a day when the faculty member would ordinarily teach, the faculty member is to attach to the application form a proposed plan for coverage of classes, including a mention of support from the discipline for the replacement plan. The replacement plan will be made available to the Dean.

- Anything that is a requirement for your job is not covered by PD funds. These expenditures should be covered by the School of Business or the University.

- The PD Committee will not consider applications for PD Events that have already occurred.

- Memberships that are a job requirement are paid for by the SoB. Some funds are available for memberships that are not a job requirement, and faculty should initially apply for these funds through their departments.

- Attendance/participation in an activity which primarily benefits employment outside of KPU such as travel to teach at another institution, attendance/participation in an activity for/or while representing another institution, activities to develop consulting/self-employment opportunities.

- Items or events that are not professional development for faculty.

- "Blanket" funding requests such as for generic tuition, workshop passports or conferences where the list of workshops/speakers to be attended is not available.

e) Faculty may make an application to encumber funds in any given fiscal year for use towards an eligible PD event that will take place the following year and which would exceed the annual maximum funding limit. The applicant must submit an application showing the full cost for the activity and a clear indication that the event is to occur in the following fiscal year. An application must be received in the fiscal year of the event for the amount in excess of the maximum funding. In the event that the subsequent applications are not received, the encumbered amount carried forward will revert to the School of Business PD fund.

f) Faculty should note that there are a number of Professional Development Courses and Workshops offered by Kwantlen that are available to all faculty free of charge. In the event that the equivalent course is offered at KPU, then the KPU course is to be preferred.

g) It is incumbent on the applicant to justify travel costs for PD activities that could be taken closer to home.

h) Faculty are reminded that Personal PD Funds are available. These funds were incorporated into the collective agreement by the KFA. $100 per fiscal year is available to all regular and non-regular type 2 faculty for various kinds of professional activities including software, books, conferences, internet connections etc. Application can be made by forwarding a completed Expense Form A1001 (not a Professional Development Form) which can be found in all mail rooms, to the School of Business Office. The first line on the form must state "Personal PD expenses" and original receipts must be attached.

i) Notwithstanding the criteria stated above, the Committee reserves the right to withhold approval of an application that it deems to be contrary to the intent of this document and/or the Collective Agreement and/or the best interest of the School of Business. In such a case, the applicant shall receive a letter indicating reasons for the withholding of a recommendation.

5. Faculty PD Application Process

Please note: All PD related communication should go through the PD Rep as a single point of contact.

a) Since funds are limited, faculty are encouraged to apply for PD funds as early as possible. PD applications must be submitted PRIOR to any event.

b) PD Application steps are as follows:

First: Individual faculty members complete the **Professional Development Application Form** which is available on the School of Business PD Committee Sharepoint site at http://our.kpu.ca Choose the School of Business Department on the Faculties menu. On the Committees menu, you will find PD Committee. The application requires a description of the PD program and rationale (i.e. why you are taking it) as well as how it will contribute to your professional development. Amounts for each category of expenses must be documented (i.e. quotes for air fare, hotels, registration fees etc). If the applicant has already spent money for the PD activity (registration fees, plane tickets etc.), the faculty member is to submit the first expense report for those funds with their application and then a second one when the remaining funds have been spent. If the applicant needs an advance to pursue the PD activity (i.e. they don't have or want to spend the funds required up front) the advanced funds section of the application must be filled out. Also, if the applicant wishes to apply for additional funding later the appropriate box must be checked. Note: If any quotes are in foreign currencies, the application must show the foreign exchange rate and the amount in Canadian Dollars using the Bank of Canada's quote. All amounts on the application form must be in Canadian dollars.

Second: The applicant sends a copy of the completed form and supporting documents as one PDF file to his or her own Kwantlen email address. After reviewing the scanned material, the applicant forwards the PDF to his or her PD Committee Representative. The Representative will be able to advise the applicant of the amount of funding still available for the Department. Please note that, at this stage, no approval has been implied nor have any funds been encumbered. Applications submitted in any other format will not be accepted. The mailroom/staffroom copy machines are able to scan and email in one procedure.

Third: The applicant will present their proposal to their PD Committee representative and seek support for his or her department members. If supported, the PD representative will forward the application to the PD Chair or Co-Chair indicating that the department has approved the application and that the Application Form is filled out correctly. If the application is for the PD Committee representative, they will cc their Department Chair when forwarding.

Fourth: The PD Chair or Co-Chair will review each application. If the application is recommended by the applicant's PD Committee representative, the PD Chair or Co-Chair will approve the application and then forward the application to the Dean in accordance with Section 16.01(f) of the Collective Agreement. When signed by the

Dean, the Dean's Office will forward the application back to the Chair or Co-Chair to retain until the expense report is submitted to them. The amounts associated with those applications recommended by the Departments, approved by the Committee Chair or Co-Chair and signed by the Dean will be immediately encumbered.

c) The Dean's Office will send all applicants an email notification confirming the application has been forwarded to Finance.

d) In the event that an applicant's PD plans change (e.g. the event is cancelled, the faculty member is unable to attend etc.) the PD Chair or Co-Chair should be notified via email as soon as possible so that the funds may become unencumbered and reallocated to another proposal. Funds may not be applied to an alternative event.

e) Within 30 days after the PD event has occurred, the faculty member must complete a Professional Development Expense Report Form A1039, which is available on the Our Kwantlen Portal under Resources - Forms of all Kinds page at:

https://our.kpu.ca/resources/Forms%20of%20All%20Kinds/Forms/AllItems.aspx

and forward it along with all relevant documentation to their PD representative who will then forward it to the PD Chair or Co-Chair. Relevant documentation may include but is not limited to: program description/outline, flight itinerary, original receipt(s), including registration fee receipts, invoice(s) and dates of activity. The PD Committee Chair or Co-Chair will sign the Expense Report as received and forward it plus the accompanying application [as per Section 5(b)(Fourth)] to Finance for payment**.** In the event Finance rejects the Expense Report due to it not being appropriate, for any number of reasons, the report and reasons will be returned to the PD Chair or Co-Chair who will forward it to the PD representative to correct.

f) For information regarding funding limits refer to Section 3(a) above. The funding guideline decision is made annually by each department within the School of Business.

g) Electronic voting

There may be instances where an applicant has filed a complete application in good time, but the application is not presented at a Department meeting. The Department Chair may then, at her or his discretion, call for an electronic vote on the application. The PD Representative circulates the electronic file to all Department members, while the Chair notifies all Department members of the circumstances and requests an electronic vote. The PD Representative will normally propose a recommendation, and Department members respond with their votes to the Chair. The Department Rep then forwards it to the PD Chair or Co-Chair as per section 5(b)(Third).

6. Appeals Procedure

When an Applicant feels that the approval process was unfair or unjust, appeals should be dealt with at a Department level. Each Department should decide how they want to handle appeals.

7. Sharing of information and insights gained from PD expenditure

The PD committee wishes to encourage recipients of PD funding to share insights gained in order to advance learning and scholarship at Kwantlen. The committee acknowledges that any sharing must be on an entirely voluntary basis. The committee is of the view that the value of PD expenditure is significantly increased if outcomes are shared with colleagues. The following procedure will be followed:

a) The letter to successful applicants from the Recorder will include this statement:

> "Your PD activity may be of interest to your colleagues. The PD committee invites you to share the results of your activity. This may be in the form of a written report or a link to conference proceedings, or departmental blog. Apart from the intellectual gains from the activity, your colleagues might also be interested in advice as to whether or not the activity was worthwhile, whether you would encourage other faculty members to attend in the future, and travel tips. Reporting in this way is entirely voluntary, but in the interests of collegial development you are encouraged to do so."

b) The PD Chair or Co-Chair will maintain a record containing the following information on applications which have already been expensed:

- Name of applicant
- Department
- Year of activity
- Amount
- Type of activity (conference, purchase of books, etc.)
- Hyperlink to any report provided by the successful applicant

c) The PD Committee Representative will maintain a record containing individual totals/year.

7. Contacts

Questions regarding Professional Development should be directed to the appropriate PD Committee Representative.