

PD & SA COMPARISON CHART 2015

Schedule C: Comparison Chart V2
PSDC Nov 2015

LOCAL	DISTINCT SCHOLARLY ACTIVITY LANGUAGE
01 CAPILANO UNIVERSITY FAC ASSN	N/A
02 TRU FAC ASSN	Article 15.1.1 Maintaining the currency of subject knowledge to enhance course development, preparation, and instructional effectiveness and instructional support should be the primary professional development activity of employees. To this end a period of professional development time is available to employees in all instructional and instructional support areas.
03 FAC ASSN of the COL of NEW CALEDONIA	Sections 10.18 and 13 of the Local Agreement: http://www.cnc.bc.ca/Human_Resources/Collective_Agreements.htm
04 DOUGLAS COLLEGE FAC ASSN	
05 KWANTLEN FAC ASSN	12.17 Scholarly activity is a dynamic process consisting of the following interrelated components: discovery, application, integration, teaching and learning, and creative artistry.
06 COLLEGE of the ROCKIES FAC ASSN	Articles 23.8.1-4 provide Scholarly Activity's definition and purpose, as well as acknowledge its contribution to academic excellence and teaching effectiveness. These articles go on to note the College is not funded for SA as well as to point out it will not increase or change an employee's assigned workload or basis for evaluation.
07 UFW FACULTY & STAFF ASSN	Link to CA: http://www.ufv-fsa.ca/wp-content/uploads/2012/07/UCFV-Collective-Agreement-2012-14-FINAL-as-of-July-14-2014.pdf (Note: currently bargaining, so provisions may change) 19.1 Essential duties for academic support faculty (which includes librarians) defined as "Professional Practice, Service, and Scholarship and Scholarly Activity" 19.1 (c) "Scholarly work is intellectual and academic work that is undertaken for the benefit of one's professional development, students, peers, and/or the community or society. Academic Support Faculty are responsible for reporting on these activities to the university." (includes list of activities that would be considered scholarly)
08 VAN. ISLAND UNIV FAC ASSN	Article 12.5.1 The University recognizes that Scholarly Activity is important to academic excellence, and is an essential component of the faculty workload. Article 12.5.2 The University will provide two sections of release time to encourage scholarly activity, and 12.4.5.1 (a) \$5000 to a research fund.
09 OKANAGAN COLLEGE FAC ASSN	18.1.2 Professional Development Professional development is activity intended to promote teaching excellence, subject area competence and technical competence in an area of professional or instructional expertise. 18.1.4 Scholarly Activity 18.1.4.1 Definition Scholarly activity shall be understood to include scholarship, research and creative activities.
10 SELKIRK COLLEGE FAC ASSN	N/A
11 ACADEMIC WORKERS' UNION	Article 12.11 The College recognizes that scholarly activity is beneficial, and "may assist with the administration of funds which are received from external sources at no cost the employee... and no increased costs to the College"
12 CAMOSUN COLLEGE FAC ASSN	Link to CA: http://www.fpse.ca/sites/default/files/attachments/12%20CCFA%202014-19.pdf 10.01 (e) (f) Development of knowledge, skills, and awareness related to his/her educational practice and professional expertise. Research is listed in (f).
14 LANGARA FAC ASSN	Article 23: Two professional development funds: a Professional Development Support Fund (Article 23.1) and an Education Leave Fund (Article 23.2). At April 1st of each year, the College allocates an amount equal to no less than 0.9% of total faculty salary (exclusive of severance payments) to the PDSF and an amount equal to no less than 0.6% of total faculty salary to the Education Leave Fund. Unused balances in both funds carry over to the next budget year.

LOCAL	DISTINCT SCHOLARLY ACTIVITY LANGUAGE
15 VAN. COMMUNITY COLLEGE FAC ASSN	N/A
16 NORTH ISLAND COLLEGE FAC ASSN	<p>PD HANDBOOK In-service In-service PD is defined as time off at full pay for the purpose of attending conferences, workshops, seminars, courses and other approved professional development activities.</p> <p>Eligible professional development activities include:</p> <ul style="list-style-type: none"> • Applied and/or independent research • Professional reading in area of discipline • Conferences (attending/presenting) • Seminars/workshops (attending/presenting) • Courses/programs (including the completion of diploma or degrees). • Liaison/visits with industry • Study of new techniques/technology <p>Eligible expenses participating in the above activities include:</p> <ul style="list-style-type: none"> • Registration fees, conference fees, tuition • Travel expenses, accommodation, and meals in accordance with NIC policy. Employees are responsible for checking and using provincial Government rates where applicable. Family Care- in the event that a spouse, partner or other family member is not available to provide safe care for a member of the family who resides with the employee, additional expenses incurred due to overnight travel shall be reimbursed to a maximum of twenty-five dollars (\$25) per night. Family care does not cover social events connected with activities. Receipts must be provided. • Memberships: Where the payment of a membership reduces the registration fee at a conference and the combined membership and registration fee is less than the registration without a membership. <p>Ineligible Activities and Expenses:</p> <ul style="list-style-type: none"> • Purchase of books • Purchase of computer software/hardware • Subscriptions • Memberships • Curriculum/ Course/ Program Development • Attendance at Articulation Meetings • Subsidizing College Activities (In-Service funding) • Substitute costs • Consultancy
17 TRU OPEN LEARNING FAC ASSN	<p>Professional Development Fund The Professional Development Fund is administered by a committee as defined in the current collective agreement with Thompson Rivers University Open Learning Division. Please click here to review a letter outlining important information about the procedures for obtaining Professional Development funding.</p> <p>Eligible Activities:</p> <ul style="list-style-type: none"> • Applied Research • Conferences • Seminars • Tuition fees • Workshops <p>General Guidelines (effective August 2013): A new set of guidelines have been developed to ensure that your application for Professional Development funding is efficient and seamless. To download these guidelines, please click here. All applications must be submitted on the Professional Fund Application Form which may be downloaded here. For an overview of travel guidelines and expense policies, please see the TRU Travel Handbook.</p>

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19 NVIT EMPLOYEES' ASSOCIATION	
22 EMILY CARR UA+D FA	<p>Article 12.05 Faculty Members and Their Subject Areas Article 12.06 Faculty Members' Professional Practice and Research These two articles refer to scholarly activity: that faculty maintain effectiveness through SA and examples of SA</p> <p>Article 18.01 Sabbatical and Educational Leave Preamble May be granted for scholarship</p> <p>Article 18.02.9 Intent of Sabbatical Leaves Sabbaticals may be used for scholarly research</p> <p>ECUADFA Collective Agreement April 2010 – March 31 2014 http://www.fpse.ca/files/attachments/ECUADFA%20Collective%20Agreement%202010-14.pdf</p>

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LOCAL	PD LEAVES
01 CAPILANO UNIVERSITY FAC ASSN	<p>10.4 Adjudicated proposal vetted through PEL Committee. PEL shall be for one or two terms only.</p> <p>The amount allocated to the employee for the purposes of leave shall be computed as follows: PELS credits applied /16 x 1/10 employee's per section rate at time of leave x 8</p>
02 TRU FAC ASSN	<p>PD leaves are covered under the sabbatical leaves Article 14.1</p> <p>Sabbatical leaves provide tenured Members with regular opportunity to maintain and enhance their academic and professional competence free from normal on-campus teaching/professional and service obligations. Sabbatical leaves are intended to promote scholarly and/or professional activity.</p>
03 FAC ASSN of the COL of NEW CALEDONIA	No PD Leaves, but an Educational Leave Section 12.4
04 DOUGLAS COLLEGE FAC ASSN	
05 KWANTLEN FAC ASSN	<p>14.01 Educational Leave</p> <p>1.6% of the regular and non-regular type 2 faculty members' salary budget (minimum floor of \$45,000).</p> <p>Regular faculty members are eligible for 80% of their salary.</p>
06 COLLEGE of the ROCKIES FAC ASSN	<p>Article 23.7.3 Education Leave and Articles 23.1-.6 and 23.7.1-.2 Common Faculty PD Fund. Faculty Development Committee (FDC) website has a Handbook for the former and Guidelines for the latter, containing not only procedures, but also application forms.</p>
07 UFV FACULTY & STAFF ASSN	<p>24.3 (c) Eligible for sabbatical after 7 years of continuous service</p> <p>24.3 (c) (v) Length of sabbatical is 4 months at 100% pay (can add vacation time – 40 days)</p>
08 VAN. ISLAND UNIV FAC ASSN	<p>Article 12.3.1 (c) The Employer will provide funds to support the equivalent of 8.5 full-time professional development leaves of absence (assisted leaves) at a minimum of 70% of regular salary. Article 12.4 spells out more details.</p>
09 OKANAGAN COLLEGE FAC ASSN	<p>Article 27: Available for up to four months with full salary/benefits. Requires application to designated supervisor and department</p>
10 SELKIRK COLLEGE FAC ASSN	<p>Article 10.1.4 Level of financial support</p> <p>When assisted leave is granted, employees will normally receive seventy-five (75%) per cent of their base salary, provided that funds from outside sources, excluding research and travel grants, do not bring their total earnings to more than one hundred (100%) per cent of their base salary. If employees earn more than one hundred (100%) per cent of their base salary the assistance will be reduced accordingly. Employees on such leave will report their taxable salary income for each of the calendar years so affected.</p> <p>In other special instances which are mutually agreed upon by the employee, the College, and the Association, the level of support may be other than seventy-five (75%) per cent.</p>
11 ACADEMIC WORKERS' UNION	<p>Article 7.1</p> <p>Assisted Educational Leaves: short-term (4 months) or up to one year; decision for leaves made by the PD Committee, currently we have been funding short-term leaves, as funds allow 1 leave per year.</p>
12 CAMOSUN COLLEGE FAC ASSN	<p>10.01 (b)</p> <p>Faculty can include annual 2 months PD time as part of an extended development project which includes a period of paid or unpaid PD leave.</p> <p>Faculty members can use the Deferred Salary Leave Plan 13.03+appD or deferred annual PD time 10.01 (h) to facilitate a long term leave.</p> <p>15.02 (c) faculty with sick leave before 1988 may use it for additional PD at rate of 1 PD day for 2 accumulated sick days.</p>
14 LANGARA FAC ASSN	<p>Education Leave (Article 23.2.2) is a period of subsidized leave (80% of salary and allowances) enabling a faculty member who holds a regular appointment and has completed 4 years of full-time equivalent service, to be freed from regular responsibilities to enable pursuit of</p>

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LOCAL	PD LEAVES
	<p>educational or professional development recognized as beneficial to the College. A faculty member shall not be eligible to be granted ed leave of more than a cumulative total of 36 months as a faculty member.</p> <p>Exchange Leave (Article 9.12) allows a regular or continuing faculty member to exchange his/her position and responsibilities with a qualified person from another institution for a fixed period of time with agreement of the faculty member's Department and the College. Continues to receive regular salary and benefits during the exchange. The College and faculty member may discuss cost of living inequities between areas regarding further assistance to facilitate the exchange.</p>
15 VAN. COMMUNITY COLLEGE FAC ASSN	<p><u>8.3</u> Education Leave 2.75 FTE/fiscal yr (22.5mos); 70% salary; application to joint cttee; Long term leave: 4-12 mos must have 5 ys and stay 3 yrs after; Short Term Leave: less than 4 mos, must have 2 yrs and stay 1 yr; only for regular faculty. Renewal Leaves: 5 FTE leaves/fiscal (60 mos) Retirement Incentives: 5/yr. \$45,000 each</p>
16 NORTH ISLAND COLLEGE FAC ASSN	<p>11.5 CLASSIFICATION OF PROFESSIONAL DEVELOPMENT ACTIVITIES 11.5.1 There shall be four (4) categories of PD activities: (a) In-Service PD (b) Assisted PD Leave (c) Unassisted PD Leave* (d) Assisted Exchange Leave* *Unassisted leaves and faculty exchanges do not require application to the PD Committee.</p> <p>11.6 IN-SERVICE PROFESSIONAL DEVELOPMENT 11.6.1 In-service PD is defined as time off at full pay for the purpose of attending conferences, workshops, seminars, courses and other approved PD activities. Time taken for such activities shall be deducted from the employee's total PD time entitlement (Article 11.3.1) and, when possible, shall be taken at a time when the employee is free of regular instructional duties. Normally such activities shall not take the employee away from regular instructional duties for more than five (5) working days at a time, except under exceptional circumstances agreed to by the Employer and the employee. Travel expenses, fees and other costs shall normally be paid out of the PD Fund.</p> <p>11.6.2 It is clearly understood that in-service PD shall also include activities such as reading or research in areas of instructional expertise, improvement of instructional or organizational techniques and skills and preparation of materials to enhance instructional effectiveness. Such activities will normally occur during the time set aside for PD activities (Article 11.3.1). For major course development or revision activity, refer to Article 9.14.</p> <p>11.6.3 The total time taken for activities in Article 11.6.1 shall not exceed 22 days in any year, except by agreement with the Employer.</p> <p>11.6.4 ANNUAL PROFESSIONAL DEVELOPMENT ACTIVITIES (a) Each Employee shall produce an annual PD plan. (b) Employees shall submit details of proposed PD activities to their Department Chairs at least two (2) months prior to the start date of the activity, unless special circumstances justify shorter notice. (c) All PD activities shall be authorized by the appropriate Dean or designate on the basis of recommendations received from the Department Chair in consultation with their departments. Authorization shall not be unreasonably withheld, and reasons for denial shall be given in writing. In the event there is no Department Chair, faculty may seek written support of their applications from other colleagues or the Department Chair of the most closely related Department. (d) On completion of the PD activity, the employee shall submit a report describing the activity to the Department Chair, with a copy to the Dean.</p>
17 TRU OPEN LEARNING FAC ASSN	N/A

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LOCAL	PD LEAVES
19 NVIT EMPLOYEES' ASSOCIATION	
22 EMILY CARR UA+D FA	<p>Teaching Faculty: PD Leave -1 month (annual report must be submitted every year reporting on PD days) Sabbatical -12 months after 6 years of service Education Leave – 11 days to 4 months after 2 years of service</p> <p>Non-Teaching Faculty: PD Leave - 20 days (annual report must be submitted every year reporting on PD days) Sabbatical – 3 months after 6 years of service Education Leave – 11 days to 4 months after 2 years of service</p>

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LOCAL	PD FUNDS
01 CAPILANO UNIVERSITY FAC ASSN	16.3.1 Common Faculty Professional Development Fund (a) The Fund will be set at zero point two percent (0.2%) of faculty salaries. Distribution of funds are through the Faculty PD Committee.
02 TRU FAC ASSN	Article 15.2 The University shall make Professional Allowance available to each Tenured, Tenure-track, Continuing or Limited Term Contract member a Professional Allowance of \$1,550 (April 1 2013 to March 31 2014). This PA shall be increased by \$50 annually. Professional Allowance is used for each member to reimburse eligible expenses.
03 FAC ASSN of the COL of NEW CALEDONIA	0.6% from Common Agreement, if not used this is clawed back in a year. 0.8% from Local Agreement.
04 DOUGLAS COLLEGE FAC ASSN	
05 KWANTLEN FAC ASSN	16.01 PROFESSIONAL DEVELOPMENT \$550.00 for each full-time equivalent faculty member. 16.04 PERSONAL PROFESSIONAL DEVELOPMENT FUNDS \$100 for each regular and non-regular type 2 faculty member. 16.05 FACULTY PROFESSIONAL DEVELOPMENT FUND point six of one percent (0.6%) of regular and non-regular faculty salary.
06 COLLEGE of the ROCKIES FAC ASSN	FDC's Guidelines make Regular FT faculty eligible for \$2000 in PD funding annually with a \$4000 limit over four years. Regular PT faculty eligibility is pro-rated. FDC's Guidelines make \$6500 in Group PD available in \$1000 installments per activity for groups of faculty members participating in an event with a purpose common to the needs of the members. It is also available to an individual faculty member participating in an event with a purpose common to the needs of faculty and committing to facilitating an in-house activity based on the experience. Article 23.7.3 Faculty Development (FD) funds requires the College to contribute each fiscal year 40% of the total annual salary and benefits of a top of scale faculty member to the Education Leave. Article 23.7.1.2 FD funds requires College to contribute each fiscal year 0.64% of total faculty salaries for the previous fiscal year.
07 UFV FACULTY & STAFF ASSN	24.2 UFV allocates 1.6% of total salary budget for in-service PD; faculty contribute 0.45 of salary to Faculty Sabbatical Leave Fund (FSLF). 24.3 (a) (i) "Full-time employees can access up to \$1,500.00 per fiscal year. Employees less than 100% are pro-rated. (ii) An employee can access up to two full years of funds to cover the cost of a single event by borrowing all or a portion from the next fiscal year." 24.4 Faculty pursuing master's or PhD and who have used PD allocation to pay for tuition can apply for additional tuition assistance (maximum \$3,000 per year). 24.11 Faculty granted \$500/year training & development allowance – can be used for PD
08 VAN. ISLAND UNIV FAC ASSN	Article 12.3.1 (a) Each regular faculty member is provided with \$1000 for PD activities approved by the appropriate Academic Administrator. Funds can accumulate to a maximum of \$3000 unless transferred to a research account. Faculty have an option to be paid out PD money at 75% of value. Article 12.3.1 (b) The Employer will provide the Association Professional Development Committee a minimum of \$4,500 for the sponsorship of activities which in the opinion of the committee shall be of professional interest to the general faculty.
09 OKANAGAN COLLEGE FAC ASSN	The OCFA Collective Agreement has four funds to support Professional Development and Scholarly Activity: PD (Article 23), Professional Allowance (Article 24), GIA (Grants in Aid), worth a maximum of \$4000 per year per faculty member (Article 26), and Extended Study Leave,

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LOCAL	PD FUNDS
	which is a 6- or 12-month study leave (paid at 85% salary) available for continuing faculty members who have taught for a minimum of five years, full time (Article 28).
10 SELKIRK COLLEGE FAC ASSN	Regular PD: \$1500/year Special PD: \$2500 every three years Tuition support: \$5000/year for two years
11 ACADEMIC WORKERS' UNION	Article 7.2.4 The College contributes \$52,400 to the fund, the committee each year decides allocation b/w short-term PD and Assisted Educational Leaves.
12 CAMOSUN COLLEGE FAC ASSN	10.02 1.5% of annual salaries Letter of agreement 5 Common PD fund 0.6% of annual salaries The PD Committee reviews applications for both of these funds. PD Fund Guidelines procedures and forms. http://camosunfaculty.ca/wp-content/uploads/2015/09/PD-Guidelines-December-2014.pdf 3 categories: Short Term activities: \$3000.00 max. Long Term activities: activity costs or 20% annualized release In-House activities, college wide events and pre-approved courses
14 LANGARA FAC ASSN	Article 23.5: All professional development proposals must be approved by the appropriate Department Chair, who forwards to appropriate Division Chair or Dean. The Professional Development Support Fund Committee: prepares guidelines for the (1) disbursement of PD activity funds through Division Chairs and (2) funds for use of the Langara Research Committee and (3) supplementary funds to support short-term professional development activities.
15 VAN. COMMUNITY COLLEGE FAC ASSN	6.6.8 Regular PD Funds \$100,000 with \$240 plus top up when available for each member requesting. Adjudicated PD Funds \$50,000 fund with up to \$1000 per member. Common PD Funds 0.6% of faculty payroll with up to \$3500 per member.
16 NORTH ISLAND COLLEGE FAC ASSN	PD HANDBOOK 3. Funding of PD and Distribution of Funds The employers shall place in an amount equivalent to one-and-one half percent (1.5%) of total faculty bargaining and salary budget into the PD fund. The PD fund shall normally be allocated as follows: <ul style="list-style-type: none"> • 55% In-service professional (regular, sessional, group) • 45% Assisted short-term PD leave. The PD committee shall submit a monthly statement accounting for all expenditures to NIC and the NIC/NICFA Labour Management Committee. Any funds unspent at the end of the fiscal year shall accrue to the PD fund for the next fiscal year. \$1500/year for full time regular employee
17 TRU OPEN LEARNING FAC ASSN	Maximum \$2000 per person per year Article 20 PROFESSIONAL DEVELOPMENT Each fiscal year the Employer shall place an amount equivalent to one and one half percent (1.5%) of total OLFM regular salaries into a Professional Development Fund. Entitlement – All post-probationary OLFMs shall be entitled to apply for Professional Development funds. The Professional Development Fund will be allocated by a committee consisting of two (2) OLFMs appointed by the Union and one (1) Employer representative. On an annual basis, the committee will produce a report detailing approved allocations and actual disbursements made,

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LOCAL	PD FUNDS
	to whom funds were allocated and/or disbursed and the purpose of the professional development activity.
19 NVIT EMPLOYEES' ASSOCIATION	
22 EMILY CARR UA+D FA	Article 17.03 Professional Development Fund Committee 0.6 Common Fund \$700 PD Fund per person/per year (pro-rated for less than 100%) \$1000 - \$1200 Scholarship + Research Grant (can be applied for annually)

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LOCAL	PD TIME
01 CAPILANO UNIVERSITY FAC ASSN	LOA 4.2.4 Faculty including non-regulars are responsible for 37 hours of professional development time per section. Generally to be taken May 1-June 15 th and August 15-September 1 st unless out-of-sequence PD approved by Deans.
02 TRU FAC ASSN	<p>Article 15.1.2 PD time is available to all instructional and instructional support areas. The intent of PD time is to provide and encourage currency in one's discipline. Currency in one's discipline, must be determined by the individual, the individual's peers, industry and/or one's profession. Employees will prepare an Annual Professional Activity Report.</p> <p>15.1.2.4 PD time may be taken in a block or may be averaged over a work year.</p> <p>15.1.2.5 Laboratory Faculty/instructional assistants, and instructional support employees shall be entitled to twenty (20) days of professional development in each University year.</p>
03 FAC ASSN of the COL of NEW CALEDONIA	20 days
04 DOUGLAS COLLEGE FAC ASSN	
05 KWANTLEN FAC ASSN	12.01 NORMAL DUTIES twenty-one (21) working days professional development time.
06 COLLEGE of the ROCKIES FAC ASSN	Article 5.4.2.1 states equivalent of 20 PD days for Regular FT faculty. Regular PT entitlement is pro-rated.
07 UFV FACULTY & STAFF ASSN	UP to 20 days of professional development leave per year
08 VAN. ISLAND UNIV FAC ASSN	Regular instructional faculty get May 1 – June 15 as PD time. Article 12.3.2 (a) Regular non-instructional faculty (i.e. librarians, counselors, advisors) receive 10 days of PD time. Non-instructional faculty have the ability to ask for additional PD time as required, subject to approval of their Academic Administrator.
09 OKANAGAN COLLEGE FAC ASSN	N/A
10 SELKIRK COLLEGE FAC ASSN	8.10.4 Regular Faculty Members will be provided with 22 working days per academic year for professional and/or course development activities.
11 ACADEMIC WORKERS' UNION	Article 7.2.2 20 days annually for faculty at 100%, prorated for faculty less than 100.
12 CAMOSUN COLLEGE FAC ASSN	<p>10.01 2 months annually. Part time continuing faculty are pro-rated.</p> <p>1 month for specified non-teaching faculty (CE Coordinator, IE Project Officers, Analysts)</p> <p>Must be part of a scheduled development plan approved by Dean and a report submitted upon completion. Scheduled development includes professional (50% average), instructional, and organizational development.</p>
14 LANGARA FAC ASSN	Regular faculty members receive paid time for Professional Development Activities (Article 23.2.3) during their non-teaching semester. These activities are initiated by individual faculty member or groups of faculty members and may include attendance at conferences, workshops or seminars which facilitate: maintenance and enhancement of skills and knowledge as approved by the faculty member's department or required by a licensing body; adaptation to changes in teaching methods or knowledge required; preparation for career enhancement within the College; acquisition of expertise in the areas of college governance or management.
15 VAN. COMMUNITY COLLEGE FAC ASSN	6.6.2 20 days/yr. Time is pro-rated to time-status for PT instructors, and instructors need to work 8 months to qualify for 20 days. Instructors who work 7 months qualify for 15 days/year, and instructors who work less than 7 months do not qualify for PD days.

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LOCAL	PD TIME
16 NORTH ISLAND COLLEGE FAC ASSN	<p>11.3 TIME ALLOCATED FOR PROFESSIONAL DEVELOPMENT</p> <p>11.3.1 All regular full-time faculty shall have twenty-two (22) working days per year for professional development scheduled in a single block of time or in time periods mutually agreeable to the Employer and the employee.</p> <p>11.3.2 Regular part-time employees shall have the same allocation, pro-rated to the proportion of their contract. The calculation shall include any increases to their regular assignment in that academic year.</p> <p>11.3.3 When employees are prevented by College duties or other circumstances from using the whole, or part of their professional development time entitlements, they may, with the permission of the appropriate Dean, carry a maximum of twelve (12) days forward for one (1) year. The days carried forward shall be added to the entitlement for the following year and shall be taken in that year.</p>
17 TRU OPEN LEARNING FAC ASSN	N/A
19 NVIT EMPLOYEES' ASSOCIATION	
22 EMILY CARR UA+D FA	<p>Article 17.01 Professional Development Month – Teaching Faculty Members</p> <p>Article 17.02 Professional Development – Non-Teaching Faculty Members</p>

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LOCAL	NON-REGULAR ACCESS TO PD
01 CAPILANO UNIVERSITY FAC ASSN	Yes, but applications are given a lower priority. Depends on available funds.
02 TRU FAC ASSN	Article 15.2.2.2 Continuing Sessional members shall be eligible to receive up to \$1,000 Professional Allowance per academic year, subject to the availability of funds, from the Division, Faculty or School funds as specified in Article 15.2.6.
03 FAC ASSN of the COL of NEW CALEDONIA	Non-Regular do have access, but at reduced amounts.
04 DOUGLAS COLLEGE FAC ASSN	
05 KWANTLEN FAC ASSN	16 PROFESSIONAL DEVELOPMENT Non regular faculty have access to CA provisions in Section 16 on a pro-rated basis.
06 COLLEGE of the ROCKIES FAC ASSN	FDC's Guidelines make Term faculty members eligible 1) for PD funding based/pro-rated on length of term and 2) to access funding during and one month after the end of their Terms. FDC's guidelines make Auxiliary faculty members eligible 1) for PD Funding up to 3% of earnings of the previous year and 2) to access funding one month after the end of their employment. Term and Auxiliary faculty members can be part of Group PD applications. Term and Auxiliary faculty members are <i>not</i> eligible to apply for Education Leave. Term and Auxiliary faculty members completing their probationary periods are eligible to apply to the Common PD Fund.
07 UFV FACULTY & STAFF ASSN	Can access funding for in-service professional development (conferences, etc.); funds pro-rated.
08 VAN. ISLAND UNIV FAC ASSN	In the 2014-19 contract, the position of Limited Term Contract (LTC) instructors was created. LTCs are full-scope members, and those that have contracts of 1 or more years are entitled to full PD benefits (i.e. \$1000 and May 1-June 15 time if instructional, 10 days if non-instructional) Article 12.3.2 (b) Non-regular non-instructional temporary faculty in at least their third year of employment are entitled to PD time on a pro-rated basis. Non-regular instructional faculty receive no PD time. PD funding for non-regulars was rolled into salaries effective April 1/07.
09 OKANAGAN COLLEGE FAC ASSN	Yes, except for Extended Study Leaves which are for continuing faculty members only.
10 SELKIRK COLLEGE FAC ASSN	SCFA members in the first two semesters of their employment are only eligible for an amount prorated in accordance with SCFA workload. With their supervisor's endorsement, the member may request funding for activities that will be of immediate assistance in their work only if the activities occur within the dates of their contract. Opportunities for funding and amount of funding will increase after members have completed two semesters.
11 ACADEMIC WORKERS' UNION	All faculty have access to the PD fund, amount is pro-rated depending on % appointment.
12 CAMOSUN COLLEGE FAC ASSN	PD Fund Guidelines Pro-rated for short-term funds based on average term contracts for the year. Access to all In-House activities and pre-approved courses. Not eligible for long term funding.
14 LANGARA FAC ASSN	Non-Regular Faculty have access to PD funds. All faculty are allocated PD funds based on workload, so pro-rated for part-time faculty, whether regular or "term" (non-regular).

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LOCAL	NON-REGULAR ACCESS TO PD
15 VAN. COMMUNITY COLLEGE FAC ASSN	6.6.2 Eligibility for PD funding is based on non-reg member working 7 months or more at half time or more within a fiscal year.
16 NORTH ISLAND COLLEGE FAC ASSN	PD HANDBOOK Sessional faculty with an appointment of 50% or more and 4 months or longer are eligible for funding pro-rated to their workload in an academic year. Sessional faculty with an appointment less than 50% and less than 4 months in an academic year are eligible for funding pro-rated to their workload in an academic year. Provided that funds are available, and in the event the funding application is approved, funding for a sessional employee shall to be less than \$250.00 once per academic year. PD must be taken and completed while an employee of NIC. A sessional faculty requesting funding for PD activities does not qualify for substitutes.
17 TRU OPEN LEARNING FAC ASSN	N/A
19 NVIT EMPLOYEES' ASSOCIATION	
22 EMILY CARR UA+D FA	\$700 PD Fund per person/per year (pro-rated for less than 100%)

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LOCAL	PD COMMITTEES AND STRUCTURES
01 CAPILANO UNIVERSITY FAC ASSN	12 members in total. 5 representatives elected from the Faculty Association, 5 representatives from each of the 5 Faculties (appointed by Deans), Chair, and VP Academic.
02 TRU FAC ASSN	Centre for Teaching and Professional Development Article 15.2.1 The Professional Allowance can be used for eligible expenses according to University policies Article 15.2.3.1 (e.g., purchase of books, registration fees, expenses directly associated with teaching, travel-related expenses associated with professional meetings).
03 FAC ASSN of the COL of NEW CALEDONIA	Joint committee, which is chaired by faculty and faculty holds the extra vote. Complete Policy: http://www.cnc.bc.ca/Human_Resources/faculty-professional-development.htm
04 DOUGLAS COLLEGE FAC ASSN	
05 KWANTLEN FAC ASSN	4.05 CHAIRS AND PROGRAM COORDINATORS (i) Time assignments for chairs and coordinators are identified and maintained by LMRC. LETTER OF UNDERSTANDING # 8 Directors of Research Institutes shall be granted release time from their faculty duties LETTER OF UNDERSTANDING # 10 time release for faculty members to participate in certain new roles and committees related to Kwantlen's status as a <u>special purpose teaching university</u> .
06 COLLEGE of the ROCKIES FAC ASSN	The FDC, made up of the FD Coordinator, a faculty member voting only in the case of a rare tie; four other faculty members; and the College's Manager of HR Development, vote on all FD funding requests/group PD requests and approve of each by simple majority vote. The FDC adjudicates Education Leave applications according to a set of established criteria and determines the successful applicant(s) by combining the voting members' five marks. The FDC adjudicates Common PD Fund applications according to a set of established criteria via the same process as above but then recommends the successful applicant(s) to the Vice-President, Academic and Applied Research for approval.
07 UFV FACULTY & STAFF ASSN	24.6 Joint Professional Development Committee: 5 members appointed by UFV administration, and 5 members appointed by FSA. See https://www.ufv.ca/hr/professional-development/joint-professional-development-committee/ for ToR
08 VAN. ISLAND UNIV FAC ASSN	Article 12.4.10 details the composition of the University PD Leave committee: 6 faculty and 2 administrators. VIUFA's Professional & Scholarly Development Committee, chaired by the VIUFA PD rep, administers the \$4,500 for group PD referred to in 12.3.1(b). Other small pots of PD money are controlled by a variety of bodies across campus. The two release sections provided for in 12.5.2 are administered by the Research & Scholarly Activity Committee, which includes the VIUFA PD rep, 2 administrators, and 2 faculty members.
09 OKANAGAN COLLEGE FAC ASSN	PD: one representative from OC and two employees on continuing appointment in each of the following: <ul style="list-style-type: none"> • Arts • Science, Technology and Health • Business • Non-instructional PA: two faculty members appointed by the Association and one administrative representative. GIA: one representative from OC and one post-probationary employee on continuing appointment from each of the following: <ul style="list-style-type: none"> • Arts • Science, Technology and Health • Business • Non-instructional Extended Study Leave: two representatives from OC and five continuing employees, one from each of the following:

PD & SA COMPARISON CHART 2015

LOCAL	PD COMMITTEES AND STRUCTURES
	<ul style="list-style-type: none"> • Arts • Science, Technology and Health • Business • Non-instructional
10 SELKIRK COLLEGE FAC ASSN	8.10.3 A Committee on Professional Development consisting of five (5) elected Association members and two (2) administrators shall be formed to administer this fund.
11 ACADEMIC WORKERS' UNION	Article 7.2.3 The PD Committee is made up of 4 elected Union members, and two management members.
12 CAMOSUN COLLEGE FAC ASSN	10.02 The PD Committee reviews applications (bi-weekly meetings for short term and In house activities, annual meeting for Long Term activities). The PD committee directs the Bursar in the allocation of funds and establishes guidelines for administration of the funds APPENDIX A PD Committee (12 members): 8 faculty from schools, 2 faculty from CCFA (1 is chair @ 25% release), 2 Deans/Directors Administrative support staff funded by CCFA
14 LANGARA FAC ASSN	Article 23.3 Committees Professional Development Support Fund Committee reviews completed Alternate Duty/Leave forms for approval of leave and departmental funding by the appropriate individuals identified on the form. The Education Leave Committee (Adjudication Committee) is a committee of the Faculty Association and College Administration: President or delegate, an Academic Dean or delegate, a Division Chair, VP of the Faculty Association or delegate, and a member-at-large of the Association nominated by the Association.
15 VAN. COMMUNITY COLLEGE FAC ASSN	<u>6.6.8</u> Two PD Committees administer the PD Funds. Regular PD Funds (\$240) Committee is a faculty-only committee comprised of 6 faculty. Joint PD Funds Committee, comprised of 2 faculty and 2 administrators, deals with Adjudicated PD Funds (\$1000) and Common PD Funds (\$1000-\$3500). 10 release days for union rep. (\$5,000 Release time)
16 NORTH ISLAND COLLEGE FAC ASSN	11.4 PROFESSIONAL DEVELOPMENT COMMITTEE 11.4.1 The PD Committee will consist of one member appointed by the College and two members elected by the Union. The Professional Development Committee shall be coordinated by the Director, HR who shall be a non-voting member of the Committee. 11.4.2. Coordinating duties shall include, but not be limited, to the following: <ol style="list-style-type: none"> Ensure that a quality program of PD is provided for all faculty at the College. Establish, maintain, and apply clear guidelines, criteria, and procedures for supported PD applications, in a way that is fair and equitable. The Director, HR shall provide up-to-date information to the PD Committee in order to determine the annual allocation of funding for the in-service funds. Monitor the PD Fund. The Director, HR shall maintain records of all expenditures and will work with the College's Financial Services to ensure that monthly reporting is accurate and up to date. The Director, HR shall provide a monthly report on expenditures and activities to the PD Committee and to the Labour-Management Committee
17 TRU OPEN LEARNING FAC ASSN	The Professional Development Fund will be allocated by a committee consisting of one employer representative and two Open Learning Faculty Members. Functions: <ul style="list-style-type: none"> • To determine policy and criteria that oversee the disbursement of funds to applicants • Adjudicating applications and approving reimbursement claims Committee Members' Duties: Employer Representative: <ul style="list-style-type: none"> • TRU-OL representative • Deliberates all applications

PD & SA COMPARISON CHART 2015

LOCAL	PD COMMITTEES AND STRUCTURES
	<ul style="list-style-type: none"> • Open Learning Faculty Members appointed by the Union <p>TRUOLFA Representative A:</p> <ul style="list-style-type: none"> • Initial contact person • Initiates deliberation process • Previews all applications • Informs applicants of Committee's decisions • Co-ordinates all documentation • Previews all claims <p>TRUOLFA Representative B:</p> <ul style="list-style-type: none"> • TRUOLFA representative • Deliberates all applicants • Manages the Professional Development bank account • Manages the investments of the fund • Prepares financial reports • Audits all claims • Prepares reimbursement cheques
19 NVIT EMPLOYEES' ASSOCIATION	
22 EMILY CARR UA+D FA	<p>PD Committee allocates funds and adjudicates applications throughout the year. Consists of 3 Faculty and 3 Administrators.</p> <p>Sabbatical and Educational Leave Committee adjudicates applications annually. Consists of VP Academic, one Dean, 3 Faculty Members, one Board Member, two external members from other institution appointed by the President.</p>

CUPE 1004: 3-Nov-15

Is/T:\Cttees\PSDC\Comparison Chart\PD & Scholarly Activity Comparison