

Title:	PROFESSIONAL DEVELOPMENT - FACULTY POLICY AND PROCEDURES
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CLASSIFICATION:	HUMAN RESOURCES DEPARTMENT
FIRST ADOPTED:	January 1984
AMENDED:	May 1994, November 2012, December 2015

PROFESSIONAL DEVELOPMENT FUND for FACULTY POLICY

(Revised Dec 2015)

Membership and role of the PDFC:

The Faculty Professional Development Committee is a parity committee composed of faculty members and representatives of the College. The DTU's secretary handles all documents and inquiries. Send all applications and inquiries to: PDFsecretary@dawsoncollege.qc.ca

The committee grants funds to individual teachers and to departments who organize workshops or training sessions. The committee continues to review PDF policies to maintain a coherent professional development strategy for Dawson faculty. It identifies pedagogical training, technology updating, and language training as major priorities that should be given special support through the in-house fund.

Granting principles: To support the principle of equitable distribution of funds, the committee will apply the following to guide its decisions:

- Priority will be assigned to a grant application that demonstrates direct links to the applicants discipline and/or profession and teaching;
- Lower priority will be given to applications that have recently (past two years) received funding for a similar activity.

Eligibility and Grant Limits: Eligibility and maximum allocations per faculty are subject to the provisions in the current policy and the collective agreement. Full-time teachers are eligible to receive up to \$600.00 per academic year to a maximum of double that amount (\$1,200) in one academic year on the condition that they will not receive additional PDF grants for the following academic year.

Part-time and hourly paid teachers are eligible for PDF on a pro-rated basis. E.g., (\$600 x # hours taught per year / 450 hours). Non-permanent teachers only have access to the current year's allotment. They may submit a request to be reimbursed on the balance (up to \$600) in the next budget year once their workload has been confirmed.

Teachers who receive Professional Development Funds are expected to acknowledge Dawson College PDF when presenting at a conference or in any material associated with a PDF funded activity.

THE GENERAL FUND

The PDF annual budget will be divided into four categories*

1. Fifty percent of the budget will be reserved for Conventional **Activities**, e.g., conferences and tuition, including PERFORMA workshops;
2. Twenty percent of the budget will be reserved for the **In-house fund**, e.g., an internal workshop organized by a department to meet the group's professional development needs usually in emerging topics;
3. Twenty percent of the budget will be reserved for **Self-directed activities**, e.g. travelling to a museum outside of Canada to use its archives;
4. Ten Percent of the budget will be reserved for **other goods and Services**, e.g., subscriptions, memberships & technological items.

***All requests will be looked at within the parameters of established priorities until the penultimate meeting of the PDFC at which time the committee will consider lifting reservations if there are a surplus funds available.**

Expenses not eligible for reimbursement: Professional association fees; supplies, books and materials for courses; conference proceedings; interest payments on tuition etc. Performa re-admission fees: typing and other thesis expenses: and parking on the island of Montreal for conferences and courses. Courses related to skill updating, computers and language must be taken at Dawson. Tuition fees for credit courses taken at Dawson will be waived upon successful completion of the course.

APPLICATION RULES & PROCEDURES

The budget year is July 1st to June 30th. Applications must be submitted in advance of the activity and within the budget year in which the activity takes place. Teachers cannot access the fund from a previous year, and activities that begin after July 1st (or that are approved after July 1st) are deducted from the teacher's allotment for the new budget year.

General guideline: Maximum daily allowance for meals: \$50.00, i.e., breakfast - \$10.00, lunch - \$17.00 and dinner - \$23.00. Gas is reimbursed according to established College policies.

Before the Activity:

- Application forms are available on the DTU website or Dawson College website and should be filled in completely, saved and emailed to the PDF committee secretary at PDFsecretary@dawsoncollege.qc.ca
- Explain the relevancy to your teaching;
- Indicate your status and in the case of non-permanent teachers, indicate your workload;
- Indicate the category of the activity;

- Sign the form;
- Attach supporting documents, e.g. conference pamphlet or course description;
- If you will be absent during availability, please make sure that you have your dean's approval in advance.

Conventional Activities:

- Tuition paid to recognized educational institutions for courses related to a teacher's discipline, including Performa courses;
- Attendance at conferences and workshops;
- While completing your university thesis, submit tuition bills in the year they are incurred. Please indicate your status in the program and projected completion date;
- Original receipts must be submitted: PDFsecretary@dawsoncollege.qc.ca

In- house activities: Allocations to departments used to address pedagogical training, technology update training, and language training. Please indicate the nature of the workshop, any fees, e.g. Honorarium for invited speaker, and the number of participants.

Eligible expenses include:

- Department/program workshops or training sessions;
- Departmental/program representation at conferences, for instance those organized by provincial program committees;

Please note: When a teacher attends a conference as a departmental and or program/profile representative, normally they should use their individual allotment. However, if a teacher has no funds (or insufficient funds) available, and is required to represent their department/program, \$600.00 can be granted for this purpose with the advance approval of the department and the PDFC, to a maximum of \$1,200 for the activity. Applications under this clause **MUST** be submitted in advance of the activity to be considered.

Self-directed activities:

- An attached letter should address how the activity is specifically relevant to the applicant's discipline and/or teaching, learning or pedagogical goal;
- Expenses connected with a research project will be reimbursed (i.e. accommodation, travel) - *but not costs related to the publication and/or printing*

Other Goods & Services:

- Subscriptions and membership fees (*may be eligible for reimbursements*) if it is a part of a definite project/activity. For example, an activity that is connected to a specific research for the development of teaching resources;
- Technological items e.g., tablets;
- Expenses connected with an exhibit will be reimbursed (i.e., framing and publicity) *but, not costs related to the production of artwork.*
- Grants in this category made to individual faculty are subject to the allotment limits above (see page 1) AND may not exceed \$100 per academic year.

After the Activity:

- Submit your original receipts and a brief report to PDFsecretary@dawsoncollege.qc.ca
- For courses, submit proof of payment and transcript indicating successful completion of the course. Payments are added to your regular paycheck and will be made once all documents have been received.

If you have any questions regarding the committee and/or its functioning please feel free to contact the chair of the committee at vpinternal@dtu.qc.ca