



Title: PROFESSIONAL DEVELOPMENT - FACULTY POLICY AND PROCEDURES

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 PDF 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 demonstrated direct links to the applicants discipline and/or professional 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. Fulltime 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.

Parttime and hourly paid teachers are eligible for PDF on a pro-rated basis. E.g., (\$600 x # hours taught per year / 450 hours). Nonpermanent teachers only have access to the current year's allotment. They may submit a request to be reimbursed or advance (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 Selected activities, e.g. travelling to a museum outside of Canada to use archives;
4. Ten Percent of the budget will be reserved for other goods and Services, 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. Performance fees: typing and other thesis expenses: and parking on the island of Montreal for conferences and courses. Courses related to skill upgrading, 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 PDFsecretar@dawsoncollege.qc.ca

Explain the relevancy to your teaching;

Indicate your status and in the case of 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: d a / n 6

Tuition paid to recognized educational institutions for courses related to a teacher's discipline, including Performance courses; n 6 2

Attendance at conferences and workshops;

While completing your university thesis, submit tuition bills in the year they are in (pl)b(pl(e)6 (i

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