

NIC/NICFA PROFESSIONAL DEVELOPMENT HANDBOOK

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1. Aims & Objectives

In order to maintain excellence of instruction and educational service at North Island College, faculty may pursue activities related to professional development.

Professional development funding is available to support activities that can be reasonably expected to increase the effectiveness, efficiency, or career goals of an employee in the short or long term. It is recognized that professional development is both an individual and shared responsibility.

The professional development request must refer specifically to the applicant's current responsibilities and future expectations within the College, as well as fit within departmental and College goals.

2. Committee Structure & Responsibilities:

The Joint Professional Development 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, Human Resources, who shall be a non-voting member of the Committee.

Coordinating duties shall include, but not be limited to the following:

- (a) Ensure that a quality program of professional development is provided for all faculty at the College.
- (b) Establish, maintain, and apply clear guidelines, criteria, and procedures for supported Professional Development applications, in a way that is fair and equitable.
- (c) The Director, Human Resources shall provide up-to-date information to the Professional Development Committee in order to determine the annual allocation of funding for the in-service funds. The director will also monitor the Professional development fund.
- (d) The Director, Human Resources 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.
- (e) The Director, Human Resources shall provide a monthly report on expenditures and activities to the Professional Development Committee and to the Labour-Management Committee.
- (f) If a committee member intends to apply for Assisted Leave they must notify the committee of their intention to apply and recuse themselves when the call for Assisted Leaves goes out to avoid any conflict of interest issues and allow the committee sufficient time to find a replacement.

3. Funding of PD and Distribution of Funds

The Employer shall place an amount equivalent to one-and-one-half percent (1.5%) of total faculty bargaining unit salary budget into the Professional Development Fund.

The Professional Development Fund shall normally be allocated as follows:

- 55 % In-service professional (Regular, Sessional, Group)
- 45 % Assisted short-term professional development leave

The Professional Development Committee within a fiscal year may alter the percentage funding allocations at its discretion, and in response to applications for different categories of professional development funding.

The Professional Development Committee shall submit a monthly statement accounting for all expenditures to North Island College and the NIC/NICFA Labour Management Committee.

Any funds unspent at the end of the fiscal year shall accrue to the Professional Development Fund for the next fiscal year.

4. Time Allocation

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 employee. Regular part-time employees shall have the same allocation, pro-rated to the portion of their contract. The calculation shall include any increases to their regular assignment in that academic year.

Time taken for approved professional development activities shall be deducted from the employee's total professional development time entitlement 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 circumstances agreed to by the Employer and the employee.

Where approved Professional Development activities can only be taken during scheduled class time, the College shall provide a substitute, who shall be paid out of the College budget.

When regular 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.

5. Eligible for Funding

- Regular full-time faculty
- Regular part-time faculty - Part-time regular faculty who apply for In-Service Professional Development funds will receive in-service funds pro-rated to their percentage appointment. The release of funds will be based on the same pro-rated percentage as vacation and Professional Development in the year of application.
- Sessional faculty with an appointment of 50% or more and four months or longer are eligible for funding pro-rated to their workload in an academic year (September 1 to August 31).
- Sessional faculty with an appointment less than 50% and less than four months in an academic year are eligible for funding pro-rated to their workload in an academic year (September 1, to August 31). Provided that funds are available, and in the event the funding application is approved, eligibility for a sessional employee shall not be less than \$250.00 once per academic year.
- Professional Development must be undertaken and completed while an employee of North Island College.
- Sessional faculty wishing to pursue Professional Development activities that are undertaken and completed outside of their active employment contracts with the College can do so providing they submit their application during an active employment contract and providing they have a subsequent active employment contract with the College within the fiscal year of the funding request. Funding is pro-rated based on workload at the time of funding approval. Receipts are submitted on their return to active employment for reimbursement to their approved amount. If they do not have an active employment contract in the fiscal year following the completion of the PD activity, the sessional faculty member is not eligible for reimbursement. (See section 9 for steps involved).

6. Classification of Professional Development Activities

There are four (4) categories of professional development with different processes of administration and funding.

	Type of Leave	Administered by:
1	In-Service Professional Development Activities (including Group PD)	NIC/NICFA Professional Development Committee
2	Assisted Professional Development Leave	NIC/NICFA Professional Development Committee
3	Unassisted Professional Development Leave	Dean & Department Chair
4	Assisted Exchange Leave	Dean & Department Chair

Activities are authorized by the appropriate Dean or Designate on the basis of recommendations received by the Department Chair in Consultation with their departments

7. In-service

In-service professional development is defined as time off at full pay for the purpose of attending conferences, workshops, seminars, courses and other approved professional development activities.

Eligible professional development activities include the following activities:

- 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

Eligible expenses participating in the above activities include:

- 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 eighty-five dollars (\$85.00) per day/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.

8. Ineligible Activities and Expenses

- 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

9 Application Procedures for In-Service Funding

- (a) A Faculty member shall submit details of proposed professional development activities to his or her Department Chair at least three (3) weeks prior to the start date of the activity, unless special circumstances justify shorter notice.

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.

- (b) All professional development 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.
- (c) Part-time regular faculty who apply for In-Service Professional Development funds will receive in-service funds pro-rated to their percentage appointment. The release of funds will be based on the same pro-rated percentage as vacation and Professional Development in the year of application.
- (d) Sessional faculty wishing to pursue Professional Development activities that are undertaken and completed outside of their active employment contracts with the College can do so providing they submit their application during an active employment contract and providing they have a subsequent active employment contract with the College within the fiscal year of the funding request. (See section 5 for more information).

Steps Involved:

1. Submit application during an active employment contract
 2. Receive approval for the activity
 3. Funding and reimbursement:
 - a. If activity is undertaken and completed while under active employment contract with the college the applicant will receive funding up front if receipts are provided prior to the end of their active employment contract and the end of the fiscal year funding was approved.
 - b. If activity is undertaken and completed between active employment contracts with the college the applicant will submit receipts after they receive subsequent active employment contract with the college and be reimbursed to their approved amount. If there is no subsequent active employment contract within the fiscal year the applicant is not eligible for reimbursement.
- (e) Applications for **In-Service Funding** are to be received in by Human Resources **at least three (3) weeks** prior to the activity, using the In-Service Professional Development Application Form posted on the myNIC Portal (See [Human Resources, Learning and Development, NICFA Professional Development](#))

- (f) On completion of the professional development activity, the employee shall submit a report describing the activity to the Department Chair, with a copy to the Dean.
- (g) All receipt submission forms for any activity must be submitted within 30 days of the activity. A NICFA Professional Development Receipt Submission Form is on the NIC Employee Portal under Human Resources, (See [Human Resources, Learning and Development, NICFA Professional Development](#)).
- (h) Receipt submission totals that exceed the original approved amount will not be reimbursed.
- (i) Unused funds are returned to the finance department. Cheques should be made out to North Island College.

Fiscal Year

- (j) Funding for the activity will be drawn from the fiscal year in which the activity begins.

Tax Year

- (k) Receipts and/or unused funds should be submitted to Finance or they will become a taxable benefit on your T4.

If the activity takes place between November 1st and December 31st, they will be processed on the next calendar tax year.

Receipt of Application and Completion of In-Service PD in different Fiscal Years

- (l) When a Faculty Member applies for funding in one fiscal year for In-Service Professional Development activities that will occur in the next fiscal year, the Committee is able to approve funding but is unable to release funding until after April 1.

Receipt of applications for Activities occurring in April/May

- (m) Applicants with activities taking place in April or May – applications will be accepted in Human Resources between January 1st and April 1st. Applications that are received in Human Resources outside these submission dates will be returned to the applicant for resubmission.

Receipt of applications for Activities occurring from June to March

- (n) Applicants with activities from June 1st to March 31st – applications will be accepted in Human Resources after April 1st. Applications will not be accepted in Human Resources outside of these guidelines. Applications that are received in Human Resources outside these submission dates will be returned to the applicant for resubmission.

Processing Applications

- (o) Applications are approved in the order in which they are received in Human Resources.

Waitlisted Applications

- (p) In the event in-service funds are used up, applications will be waitlisted in the order they are received in Human Resources. In the event two applications are received in Human Resources on the same date the submission date will determine the waitlist order. If funds become available waitlisted applicants will be notified.

PD Activity is cancelled

- (q) When an activity is cancelled (That is when an activity is cancelled, not that the faculty member selects not to go to the activity). In the situation where an activity is cancelled the faculty member will notify HR of the cancellation and return funds received. If in the current fiscal year, the faculty member submits an application and funds are depleted they will be placed at the top of the waitlist.

PD Activity is changed

- (r) If a faculty member decides to change from one activity to another activity they are required to provide a new application noting the change in the activity (including a budget sheet) to their Dean/Director who will forward the application to HR for processing.

In the event that the second activity requires a higher budget than the first submitted application budget the additional funding will follow the same application process as a new application.

10. Assisted Professional Development Leave

- (a) A regular employee shall be eligible for assisted professional development leave after the accumulation of the equivalent of three (3) years of seniority with the College since initial appointment. However, after a faculty member has been successful for an assisted leave, their subsequent leave will be granted only if no other faculty member who has not had a leave has applied.
- (b) A regular faculty member will be eligible for additional assisted leaves providing there has been the equivalent of five (5) years since the completion of the employee's most recent assisted leave.
- (c) A regular faculty member is eligible for a maximum of three (3) assisted leaves during the course of their employment with the College.
- (d) The Five Year Rule applies from the start of a leave – for example:
Leave commences: January 2, 2011 - next application can be considered for Funding to commence: January 2, 2016.
- (e) A regular employee may apply for assisted professional development leave by requesting a release from a section, a portion of their workload or all of their workload for a period between six (6) to seventy-five (75) working days, during

which time all wages and benefit provisions shall continue as if the employee was employed in their original work assignment.

- (f) The application form for Assisted Professional Development can be found on the NIC Employee Portal, under Human Resources, (See [Human Resources, Learning and Development, NICFA Professional Development](#))
- (g) Any employee or group of employees applying for assisted leaves of any type, shall do so on the understanding that they return to the employ of the College for a period of not less than the term of the leave, or one (1) year, whichever is less. In the case of assisted leaves, failure to do so will require the employee to reimburse the Professional Development Fund for all salary and other benefits paid during the term of the leave. Article 11.12.1 of the NICFA Collective Agreement.
- (h) The total of 75 days may be spread over the academic year subject to approval by the Responsible Administrator (i.e. Dean or Director). For example: A full time instructor in a semester-based program could request a 50% leave for two consecutive semesters in the academic year instead of a 100% leave for one semester.

Allocation of funding for assisted leave

Seniority will continue to be a deciding factor for allocating funds for assisted leave. However, after a faculty member has been successful for an assisted leave, their subsequent leave will be granted only if no other faculty member who has not had a leave has applied.

Activities considered ineligible for assisted leave

- Curriculum, course and program development
- Activities where a faculty will be paid by another party for their services
- Activities associated with Articulation Committees

Application for assisted leave

Faculty are required to submit their application for Assisted Leave to their Dean or Designate by **March 31** of each year using the [Professional Development Assisted Leave Request Form](#). The Dean or Designate will submit the completed application to HR no later than April 20. The PD Committee, during their annual meeting in May, will review the applications based on the criteria outlined above.

Prior to submitting applications to the Dean/Designate:

- (a) Employees shall submit details of proposed Assisted Leave Professional Development activities to their Department Chairs.

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- (b) On the basis of recommendations received from the Department Chairs in consultation with their Departments, all professional development activities shall be approved by the appropriate Dean or designate. Approval shall not be unreasonably withheld, and reasons for denial shall be given in writing.
 - (c) 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 assisted leave activity, the employee shall submit a report describing the activity to the Department Chair, with a copy to the Dean.

11. Group Professional Development

The Professional Development Committee has determined that activities eligible for Group Professional Development funding include but are not limited to:

- Bringing a speaker to a campus for either a divisional, departmental, campus or community event with linkages to the College's programs and services.
- An activity that will enhance the teaching, learning, scholarly and research knowledge of faculty.
- Inter-departmental or multi-disciplinary initiatives.

The Committee will consider applications for Group Professional Development Funding to a maximum of \$5,000 per initiative.

The Professional Development Committee has determined that the following activities are not eligible for Group Professional Development funding:

- Departmental or Divisional meetings
- Curriculum, Course or Program Development
- A group of Faculty or the faculty of a Department attending a conference or conferences.
- Attending Articulation Meetings
- Activities that should be paid for by North Island College and considered the responsibility of the College.

Participant Funding Sources

- NICFA members - Costs for the activity will be covered up to the max approved budget
- Other College community members – any additional costs for their attendance must be covered from other sources (e.g. department budgets, CUPE CD, Admin PD, or they could travel with a NICFA member)
- Outside the College community, determine if there are any additional costs for their attendance that will be paid by directly or will need to be covered by the college in some way.

12. Professional Development Travel Outside of Canada and United States – In-service/Assisted Leave

Benefits Review when Traveling Outside of Canada & United States

NIC's benefit provider must be advised of professional development travel outside of Canada and United States. If travel is to an area deemed dangerous, employees may be required to pay benefit premiums at a higher cost. Faculty should check with Human Resources to determine if extra premiums are required. Once any premium costs are known, faculty must make arrangements directly with Payroll as to how any additional premiums are to be paid. Any costs for additional premiums will not be borne by the NICFA Professional Development fund. All additional benefit costs will be paid by the faculty member.

Travel Document Service

The following documents may be filed with Human Resources prior to travel outside of Canada and United States:

- A copy of the current passport of the faculty member traveling;
- An e-mail to provide Human Resources release of information to work with a family member or a friend in the event of medical, personal or extraordinary emergency circumstances affecting the faculty member while they are outside of Canada;
- The name and contact information of a family member to be contacted in such a situation;
- A copy of the faculty member's travel schedule, including accurate dates of departure and arrival back to Canada. This information should include travel plans within the country(ies) being visited;
- E-mail address, telephone number and address of faculty member while outside of Canada;
- An e-mail from faculty member confirming they have signed on to dFAIT travel advisory site;
- Faculty member is required to contact NIC International Education Program for advice/safety information on country(ies) being visited.