

PD Comparison Chart

PROFESSIONAL AFFAIRS COMMITTEE

revised DECEMBER 2004

	PD FUNDING CATEGORIES	MONIES AVAILABLE	PERCENT OF FACULTY SALARY	PERSONAL ALLOCATION	ACCEPTABLE USE OF PERSONAL ALLOCATION	DESIGNATED PD POSITION/TERM	PD COMMITTEE COMPOSITION	DUTIES & REPORTING FUNCTION OF POSITION	COLLECTIVE AGREEMENT	CONTACT PERSON
Alberta College of Art & Design	Professional Development Allocation: \$750 annually for permanent faculty and \$125 per course for sessional faculty. -Sabbatical leaves	Faculty Research and Professional Development Fund: \$33,000 (2002-03): Four submissions annually reviewed by Professional Affairs Committee. Activities funded: conferences/ meetings/ exhibitions, for completion of substantial research/ exhibition projects, including travel and accommodation, equipment and materials.	-for sabbatical leaves of 10 months and 6 six months, 76% of salary		Covers conference fees, courses; books, computer software, subscriptions, memberships; and travel and research. Receipts submitted annually.	There is no paid administrative position. Funds are awarded by a committee. PD Practitioners: A few opportunities for things like diversity training are offered to faculty by the administration under the auspices of the Counselor who reports to the Director of Student Services and Admissions.	Yes. Chair: Vice-President Academic, 2 Department Chairs elected by Academic Executive, 3 Permanent Faculty Members and 1 Sessional Faculty Member (recent change) elected by Faculty Association and the College President as Ex-Officio member.		Yes. "The parties recognize the need for continuing Professional Development, in accordance with the policies and procedures of the College. The parties further recognize that regardless of the College's formal policies and procedures for Professional Development, the primary initiative for Professional Development rests with each Member."	Judy Sterner FA Office: 403-284-7613 FA fax: 403-289-0087 (secure) office: 403-338-5588 e-mail: judy.sterner@acadfa.ca or acadfa@telus.net
Bow Valley College	A self-funded leave program is available as a salary deferral program. Departmental budgetary allocations are established on an annual basis by management. Special college initiatives also	This amount of money varies on a yearly basis according to budgetary needs.	No	There is no personal allocation of funds. The college also offers a one-day PD once a year to address departmental and/or college-wide needs.	The allocation of funds is determined at the departmental level. Individual requests for PD activities can be made, but these must be "appropriate learning activities."	Yes. PD Officer- 2 year term, paid by college admin. Partial release from teaching duties.	PD Day Committee is comprised of management, faculty, and support staff. They plan a 1-day, college-wide PD. Also, Faculty Assoc. PAC committee, chaired by VP Prof Affairs	N/A	A new Employee Development Policy has been implemented Dec 03. Financial support of PD is not detailed. The College "supports" and "encourages" development.	Valerie Baggaley office: 403-410-3448 FA fax: 403-297-3984 email: vbaggaley@bowvalleycollege.ca

PD Comparison Chart

PROFESSIONAL AFFAIRS COMMITTEE

revised DECEMBER 2004

	PD FUNDING CATEGORIES	MONIES AVAILABLE	PERCENT OF FACULTY SALARY	PERSONAL ALLOCATION	ACCEPTABLE USE OF PERSONAL ALLOCATION	DESIGNATED PD POSITION/TERM	PD COMMITTEE COMPOSITION	DUTIES & REPORTING FUNCTION OF POSITION	COLLECTIVE AGREEMENT	CONTACT PERSON
--	-----------------------	------------------	---------------------------	---------------------	---------------------------------------	-----------------------------	--------------------------	---	----------------------	----------------

	receive budget allocations annually.						Affairs.			
--	--------------------------------------	--	--	--	--	--	----------	--	--	--

--	--	--	--	--	--	--	--	--	--	--

Grande Prairie College	Under the terms of the ASA – board Collective Agreement, at full-time continuing faculty receive \$1400 per person per year. This amount can be carried forward for a total of 4 years, bringing the maximum total that could be accessed to \$5600. The \$5600 is the combination of a three year carry forward of \$4200 plus \$1400 for the current year. If not used the amount is forfeited back to the fund.			\$1400/year/full time person, fully funded. Can carry over for 3 years and get \$5600 in year 4.		Not at present. Effective July 1, 2002, the Professional Development Coordinator position and the operating funds for in – house PD were cut from the College budget. There are no PD practitioners at the College. For the 2003/2004 academic year Human resources administers a very limited program to new faculty consisting of “orientation” to the institution and an Instructional Skills Workshop (ISW).	3 members elected from the ASA. Its main function is to disburse available funds according to regulations governing the use of PD funds for appropriate professional activities.		Yes. Please find below the relevant clauses of the 2002/2003 Collective Agreement. 10.17 and Appendix V: Individual Professional Enhancement Fund (pp 33, 127-131) 10.18 and Appendix V1: Four for Five Leave Plan, Policies and Procedures (pp 33, 132-135) 12.0 and Appendix 1: Professional Leave with Financial Assistance (pp 39-41, 50-59) 13.0 Professional Leave without Financial Assistance (pp 41)	Cheryl Bereziuk FA office: 780-539-2843 FA fax: 780-539-2214 (secure) office: 780-539-2739 e-mail: cbereziuk@gprc.ab.ca
-------------------------------	--	--	--	--	--	---	--	--	---	---

PD Comparison Chart

PROFESSIONAL AFFAIRS COMMITTEE

revised DECEMBER 2004

	PD FUNDING CATEGORIES	MONIES AVAILABLE	PERCENT OF FACULTY SALARY	PERSONAL ALLOCATION	ACCEPTABLE USE OF PERSONAL ALLOCATION	DESIGNATED PD POSITION/TERM	PD COMMITTEE COMPOSITION	DUTIES & REPORTING FUNCTION OF POSITION	COLLECTIVE AGREEMENT	CONTACT PERSON
Grant MacEwan College	Set by Collective Agreement: Sabbaticals, minimum 35% of PD monies. Faculty Development Programs, minimum 35% of PD monies, Administration of Professional Development, maximum up to 30%. Policy breaks down FD Programs: minimum 35% to individual allocation to Full time-time faculty, maximum 30% to Divisional Faculty Development Committees; remainder for college-wide programming.	Total 2004/2005-\$1,030,522 Sabbaticals (39%) \$401,904; FD Program (44%) \$453,430; Admin.(17%) \$175,189. Programs breakdown: Individual allocation to full-time (56%) \$253,921 (\$876 per member); College-wide programs (27%) \$122,426; Divisional FD committees (17%) \$77,083. Term Professional Development Fund and Fulltime Faculty Supplemental Fund (\$25,000 each fund) comes out of College-wide programs above.	2.8% of total faculty salaries	Set by FD Committee. Must be a minimum of 50% of Faculty Development Program monies. Set 2004/2005 at 56% of the \$453,430 allocated to Programs. This amount gave each full-time, member \$876.00.	Comprehensive (includes computer purchases). Requires Dean's approval.	70% release time Faculty Development Coordinator (max. 4yr. Term). [Also responsible for coordinating Faculty Evaluation System – additional 30% release paid for by VPA Office] Full-time Administrative Assistant. Both Faculty Development positions paid out of PD monies.	Chair: VP Academic, two administrative representatives, Five faculty members elected by Faculty Association, Coordinator and Administrative Assistant.	Coordinator reports to Academic VP. Coordinate all PD programs, including sabbaticals. Design and deliver College-wide programming. Support Divisional PD committees,. Support Educational Leadership Institute (developmental programming for educational leaders). Consultation services to Faculty, and maintain currency on research in PD. Coordinate Faculty Assessment System.	Sets level of PD funds and allocation limits for Sabbaticals, Programs, and Administrative costs. All other guidelines provided in policy.	David Milner office: 780-497-5288 fax: 780-497-5578 e-mail: milnerd@macewan.ca Hal Thiessen FA office: 780-497-5068 FA fax: 780-497-5065 (secure) office: 780-409-3912 e-mail: theissenh@macewan.ca
Keyano College	1. Long-term funding (more than 8 weeks).	2.8% of salary re: tuition-waver, 1 per semester and		Short-term: Individual faculty members may		No, but Suncor Education Technology	Faculty PD Committee comprised of 5	Each member has one vote.	Yes	Cynthia O'Donnell FA office: 780-704-4000

PD Comparison Chart

PROFESSIONAL AFFAIRS COMMITTEE

revised DECEMBER 2004

	PD FUNDING CATEGORIES	MONIES AVAILABLE	PERCENT OF FACULTY SALARY	PERSONAL ALLOCATION	ACCEPTABLE USE OF PERSONAL ALLOCATION	DESIGNATED PD POSITION/TERM	PD COMMITTEE COMPOSITION	DUTIES & REPORTING FUNCTION OF POSITION	COLLECTIVE AGREEMENT	CONTACT PERSON
	2. Short-term funding (less than 8 weeks).	1 for each household member.		obtain up to \$2500/year. (Subject to approval & funds remaining.) Long-term funding available for any permanent employee upon successful completion of probation + 1 year's service.		Centre has 4 full-time department members who look after PD; Chairperson, Instructional Designer, Instructional Media Support, and Instructional Support.	members; 4 faculty members fairly representing the various sectors of faculty, together with the VP for instruction.			780-791-1982 FA fax: 780-791-1982 office: 780-791-8946 e-mail: cynthia.o'donnell@keyano.ca
Lakeland College	4 categories of Faculty PD: 1. Short-term, 2. Long-term, 3. In-Service Fund, 4. Deferred salary leave plan (4 for 5) administered by HR & Payroll.	\$214,997 in 2000-2001 for long and short-term PD. \$37,941 in 2000-2001 for an in-service PD program.	Unable to determine.	Short-term PD: Set annually by committee of LVFA, Currently up to \$3000/annum, pro-rated to sessional according to workload. Long-term PD: Up to 85% salary for up to 12 months, no set number allotted in a given year.	Traditionally may be used to finance attendance at off-site conferences & meetings. Open to new initiatives, subject to criteria in college procedures & as set by the LCFA Committee. Recently has funded needs assessments, industrial visits, etc. Does not pay for membership in professional org, nor for the cost to hire replacement instructor.	Faculty PD officer, _ time faculty position for 2 yr term. Nominated by LCFA membership, reports to Faculty Assoc. Board & membership and to VP Academics, who is named in contract as responsible for Faculty PD.	1. Short-term PD & In-service Prof. Affairs Committee of LCFA: 6 faculty & PD Officer. 2. Long-term PD Sub-Committee of Academic Council: VP Academics, 2 administrators, 3 members of faculty association and 1 student.	Facilitates application process for funding, lobbies for changes to policy, increased funding, etc., facilitates deliver of new faculty Orientation & Support program, conducts formal/informal needs assessment, reviews resources & programs, introduces as appropriate, reports bi-monthly to Academic council & LCFA Board	Sets funding amounts and increases according to grid adjustments, establishes PD Officer position, sets some guidelines for long-term PD use.	Rocky Wallbaum (also chair) office: 780-853-8607 fax: 780-853-2750 e-mail: rocky.wallbaum@akelandc.ab.ca

PD Comparison Chart

PROFESSIONAL AFFAIRS COMMITTEE

revised DECEMBER 2004

	PD FUNDING CATEGORIES	MONIES AVAILABLE	PERCENT OF FACULTY SALARY	PERSONAL ALLOCATION	ACCEPTABLE USE OF PERSONAL ALLOCATION	DESIGNATED PD POSITION/TERM	PD COMMITTEE COMPOSITION	DUTIES & REPORTING FUNCTION OF POSITION	COLLECTIVE AGREEMENT	CONTACT PERSON
--	-----------------------	------------------	---------------------------	---------------------	---------------------------------------	-----------------------------	--------------------------	---	----------------------	----------------

								Board.		
Lethbridge Community College	1. Sabbaticals 2. Work Experience Leave 3. Special PD Projects 4. Hourly/Sessional Staff 5. Individual Projects	Funding Approval Committee (FPDC) currently includes: Board of Governors rep (chair), College President, VP Curriculum & Instruction, administrative Team Leader, and from faculty: President, VP Negotiations and VP Admin. Changes are being proposed in current negotiations.	1. Sabbatical Leave – 1% of annual faculty salaries 2. Work Experience Leave – 0.5% of annual faculty salaries 3. Special PD Projects – no allocation, gets leftover money from other categories 4. Max \$1000 per person 5. Individual Projects – 1% of annual faculty salaries.	all monies are allocated through a Faculty PD Committee (FPDC). 1. 80% of current salary plus cost of tuition and books. 2. Top up to 100% of current salary. 3. degree or specialized certificate = 80% of tuition and books or professional development = individual case by case merit 4. to a maximum of \$1000 5. allocated annually on a per faculty basis	- tuition - conferences, seminars, trade shows - books, subscriptions - other activities with PD plan objectives	Centre for Teaching & Learning, with a _ time PD Coordinator The individual is a seconded faculty member. _ time support person	PD support includes an Academic Professionalism Committee, which includes the PD Coordinator, several faculty members, and a student association representative. The Committee also provides input and feedback into PD activities. and Faculty PD Committee (FPDC), includes 3 elected faculty reps and 4 admin/board members. The President of the College, the VP Academic, a center leader, and one person from the Board of Governors are included.	PD Coordinator reports directly to VP Curriculum. PD activities view at: http://www.lethbridgetcollege.ab.ca/departments/support/professionaldevelopment .	section 17 view at: http://www.lethbridgetcollege.ab.ca/lc/cfa/collagreement.html# view PD policy at: http://www.lethbridgetcollege.ab.ca/departments/support/facultypd/#	Sheila Heinrich FA office: 403-320-3217 FA fax: 403-328-2251 office: 403-320-3424 e-mail: s.heinrich@lethbridgetcollege.ab.ca

PD Comparison Chart

PROFESSIONAL AFFAIRS COMMITTEE

revised DECEMBER 2004

	PD FUNDING CATEGORIES	MONIES AVAILABLE	PERCENT OF FACULTY SALARY	PERSONAL ALLOCATION	ACCEPTABLE USE OF PERSONAL ALLOCATION	DESIGNATED PD POSITION/TERM	PD COMMITTEE COMPOSITION	DUTIES & REPORTING FUNCTION OF POSITION	COLLECTIVE AGREEMENT	CONTACT PERSON
MHC	Professional Leave - 6 months to 1 year. Faculty Professional Development Committee approved activities: conferences, workshops, individual courses, etc. (Committee: 4 faculty + Academic VP approved), personal PD allotment.	\$300,000: 1. First deducted from this amount is any sabbatical leaves (only two are granted to leave enough money in our Faculty Professional Development Fund) 2. Second deducted is the individual allotment of \$1000 3. Whatever is left (usually between \$65-80 thousand) is dispensed by a committee, for projects such as publishing books, conferences, workshops, etc.		\$1000 for every full-time faculty (the year of service no longer applies), but they must be on a 12 month contract (full-time sessional for 10 months, or 8 months are not eligible).	Short-term PD activities, membership dues for professional associations, tuition and books for further education, travel to professional meetings. Computer purchases are no longer allowed.	None. We have a PD Committee within the Faculty Association that has a designated budget from the association of \$3000 annually. The committee can determine desired programs.	VP of Faculty Association is the Chair of the committee. Committee is further composed of 2 members from each of the 4 academic divisions. The president of the faculty association also attends these meetings.	To maintain liaison with ACIFA, collect and maintain a file on PD activities, inform membership of on-campus PD activities, plan activities as requested by faculty, represent faculty on college-wide committees.		Jan Procter FA office: 403-504-3616 FA fax: 403-504-3666 (secure) e-mail: emullen@mtroyal.ab.ca
MRC										
NAIT	1. NASA Professional Development Funding Amount: \$26,000 see attached	Dept of HR allocates funds to a special Staff Development Fund, around \$40,000 each					PD Committee which consists of instructor volunteers. Each year there is a budget line and	4 consultants report to the director for: 1. In-service training. 2. "Becoming a Master" instructor	yes	Claudia Parker FA office: 780-471-8702 FA fax: 780-474-6736

PD Comparison Chart

PROFESSIONAL AFFAIRS COMMITTEE

revised DECEMBER 2004

	PD FUNDING CATEGORIES	MONIES AVAILABLE	PERCENT OF FACULTY SALARY	PERSONAL ALLOCATION	ACCEPTABLE USE OF PERSONAL ALLOCATION	DESIGNATED PD POSITION/TERM	PD COMMITTEE COMPOSITION	DUTIES & REPORTING FUNCTION OF POSITION	COLLECTIVE AGREEMENT	CONTACT PERSON
--	-----------------------	------------------	---------------------------	---------------------	---------------------------------------	-----------------------------	--------------------------	---	----------------------	----------------

	<p>see attached criteria</p> <p>2.NAIT Special Staff Development Fund (SSDDF)</p> <p>Amount: \$40,000 see attached criteria</p> <p>3. NAIT Staff Development</p> <p>Amount : The Institute shall make budgetary provision for expenditure in the next academic year, on the following:</p> <p>i) short term staff development leave costs, including but not limited to travel and subsistence costs and not including overload and salary costs, from a fund equivalent to the product of \$300 and the number of permanent full-time staff members,</p>	year.					the committee administers the fund to cover conferences which are not covered by NAIT.	<p>program. 3. Workshops. 4. Phi Theta Kappa and leadership training. 5. Becoming a Master Supervisor and performance management program. 6. Developing an administration handbook.</p>		<p>(secure)</p> <p>office: 780-471-8793</p> <p>e-mail: claudiap@nait.ab.ca</p>
--	---	-------	--	--	--	--	--	---	--	--

PD Comparison Chart

PROFESSIONAL AFFAIRS COMMITTEE

revised DECEMBER 2004

	PD FUNDING CATEGORIES	MONIES AVAILABLE	PERCENT OF FACULTY SALARY	PERSONAL ALLOCATION	ACCEPTABLE USE OF PERSONAL ALLOCATION	DESIGNATED PD POSITION/TERM	PD COMMITTEE COMPOSITION	DUTIES & REPORTING FUNCTION OF POSITION	COLLECTIVE AGREEMENT	CONTACT PERSON
	<p>leave, viii) tuition and registration fees see attached criteria 4. NAIT Human Resources New instructors normally receive their regular pay and benefits while attending BMI.</p>									
NorQuest College	<p>One year funding only with no carryover from year to year. Sabbaticals are funded through a Four-for-Five plan and so are not funded by management. Management gives some flex on benefit payments during Sabbatical.</p>	<p>\$300 base amount for each faculty member. For the last 2 years the amount has been \$500. College will also fund tuition to \$750. Each director has discretionary funds that faculty can request.</p>		<p>\$500 for personal.</p>	<p>Conferences, books, software.</p>	<p>Full time faculty position for PD related activities. More emphasis on instructional design and technology.</p>	<p>College/Faculty PD Committee consisting of College VP for Instruction, some directors, faculty rep and some instructors from each area. Committee is not active since full time position created.</p>	<p>More involved in topics related to organizational goals. Faculty individual development is planned in consultation with Deans and coordinator.</p>	<p>No but the college seems to actively support PD at this time.</p>	<p>Diana Steele switchbrd: 780-427-2823 fax: 780-427-5464 e-mail: diana.steele@norquest.ca</p>
Northern Lakes College		<p>\$145,000 yearly college budget plus \$22,000 for Faculty administered Fund</p>		<p>\$400 per course max \$1600 yearly</p>	<p>PD courses and conferences</p>		<p>Several committees – PD event planning for Academic Instructors – chair Rachael Oulette</p>	<p>Funding Committee submits annual report to Administration and monthly updates</p>	<p>Yes. PD is briefly mentioned.</p>	<p>Tim Rasmuson office: 780-891-3766 fax: 780-891-3099</p>

PD Comparison Chart

PROFESSIONAL AFFAIRS COMMITTEE

revised DECEMBER 2004

	PD FUNDING CATEGORIES	MONIES AVAILABLE	PERCENT OF FACULTY SALARY	PERSONAL ALLOCATION	ACCEPTABLE USE OF PERSONAL ALLOCATION	DESIGNATED PD POSITION/TERM	PD COMMITTEE COMPOSITION	DUTIES & REPORTING FUNCTION OF POSITION	COLLECTIVE AGREEMENT	CONTACT PERSON
							and 5 other members. Faculty PD Funding Committee: chair Tim Rasmuson and 3 other members	to Faculty Executive.		e-mail: rasmusont@yourfuture.ab.ca
Olds College	Short-term Faculty Dev./ Long Term Leave -any full or part-time activity that requires staff member to be away more than 7 weeks, not more than year. Extended Program of Study - dev. activity that supports an individual who wishes to work to completion of certificate, degree, etc. -generally while are on the job. Not to exceed 5 yrs. Industrial attachment - any full or part-time permanent faculty who have completed their probationary	Short-term 110,819.00; long-term \$15,000. Extended study - \$30,000. Funds were transferred from Long Term to Extended Program of Study to reflect requests.	At least 3% of faculty salaries was ratified in the last collective agreement.	No specific personal allocation; instead, committee makes decisions based on applications.	N/A	An HR support person sits on both Education & Training Team & Faculty Development Committee. Her role to organize new staff orientations and publish a list of educational opportunities coming up, as well as to prepare submissions for funds for the committee meetings.	8 members as follows: 4 voting academic staff members who serve a 2 year term and who are appointed by OCFA; 3 members from academic admin, appointed annually by VP Academic Services (who serves as chair and only votes in case of a tie), 1 non-voting member from Education & Training Team.	There is no designated faculty PD position.	Yes.	Wendy Johnston FA office: 403-556-4636 FA fax: 403-556-4637 (secure) office: 403-556-4618 e-mail: wjohnston@oldscollege.ca

PD Comparison Chart

PROFESSIONAL AFFAIRS COMMITTEE

revised DECEMBER 2004

	PD FUNDING CATEGORIES	MONIES AVAILABLE	PERCENT OF FACULTY SALARY	PERSONAL ALLOCATION	ACCEPTABLE USE OF PERSONAL ALLOCATION	DESIGNATED PD POSITION/TERM	PD COMMITTEE COMPOSITION	DUTIES & REPORTING FUNCTION OF POSITION	COLLECTIVE AGREEMENT	CONTACT PERSON
	period are eligible to apply.									
Portage College	<p>Short Term: maximum \$1800 per member per year.</p> <p>Medium Term: \$10,000 to be allocated to members pursuing formal educational qualifications.</p> <p>Educational Leave: 70% salary to maximum of \$100,000 per year (approximately 2 members per year can access educational leave fund)</p>	\$627.00 per faculty member is allocated for PD. The money goes into a fund that turns over each year. Individual members have a limit of \$1800 for short term PD. They need to get approval for over \$1000 for conferences and \$1200 for courses.	Annual budget allocation based on not less than \$627.00 for each full-time and part-time continuous (and for each full or part-time term position that is occupied for more than one year). 1% of Faculty salaries.	Maximum \$1800 per year. Member may apply to exceed these maximums. Individual funds cannot be accumulated or rolled over.	Faculty can apply for conferences and courses.	There is no designated PD position.	There is a PD Faculty/Management Committee that meets 4 times per year to see the correct amount per member is allocated to the fund and that no individual is abusing the system. Only the deans and VP Academic can authorize PD for faculty. There is also a PD Committee which plans 1 or 2 days of college-wide PD per year.	Only deans and VP Academic have the authority to authorize PD for faculty. If the amount requested is over \$1000 for conferences or \$1200 for courses toward a degree or diploma, or over \$1800 total per year, the FA President and the college Academic VP need to approve the PD.	A short paragraph in the collective agreement refers to the college guidelines in this matter.	<p>Jacquie Flood</p> <p>office: 780-826-3110</p> <p>fax: 780-826-3636</p> <p>e-mail: jacquie.flood@portagec.ab.ca</p>
SAIT	SAIT allocates funds through the	\$600 per full time faculty member is allocated for PD	SAIT allocates 2 - 3 % of the total	There is no personal allocation	Requests for funds are	The Faculty Development	No PD Committee	Faculty Development	With regard to professional development, the	Heather Sagan

PD Comparison Chart

PROFESSIONAL AFFAIRS COMMITTEE

revised DECEMBER 2004

	PD FUNDING CATEGORIES	MONIES AVAILABLE	PERCENT OF FACULTY SALARY	PERSONAL ALLOCATION	ACCEPTABLE USE OF PERSONAL ALLOCATION	DESIGNATED PD POSITION/TERM	PD COMMITTEE COMPOSITION	DUTIES & REPORTING FUNCTION OF POSITION	COLLECTIVE AGREEMENT	CONTACT PERSON
	<p>budget process to: department budgets, Faculty Professional Development Fund, and Human Resources for SAIT employee development and management.</p>	<p>allocated for PD, to be taken anytime within a two-year timeframe.</p> <p>In addition, each dean or director has discretionary funds that faculty can request.</p> <p>As well, SAIT offers Free Tuition Seats in many Continuing Education Courses.</p>	<p>salary envelope to professional development.</p>	<p>of funds.</p>	<p>assessed based on 1) benefit to SAIT, 2) benefit to the department or program, 3) benefit to the employee in the performance of his/her job function.</p>	<p>Services Group in the Center for Learning is a faculty-led development centre comprised of two coordinators, one who is full time and the other, seconded -- and one admin support person, who report to the Director of the Centre for Learning.</p>		<p>Services is housed in the Academic Division and provides the following workshops and seminars: Instructional Skills Workshops, two –week Pre-Service (Instructional Skills Program), Teaching Essentials and Essentials Plus, Technology Essentials and Essential Plus, the Teaching Community, Getting Stared in WebCT, Advanced WebCT, Teaching and Learning in the Online Environment, Course and Program Development @ SAIT, Coordinating in the Academic Environment. As well, the Faculty Development</p>	<p>terms of the Collective Agreement indicate that the Employer will maintain a policy and procedure for professional development, that each faculty member will be allocated \$600 for PD to be taken anytime within a two-year timeframe, and that leave for professional development may be granted under terms and conditions to be agreed between the faculty member and the Employer if operational requirements permit.</p>	<p>FA office: 403-284-8321</p> <p>FA fax: 403-284-0005</p> <p>e-mail: safa@sait.ab.ca or heather.sagan@sait.ab.ca</p>

PD Comparison Chart

PROFESSIONAL AFFAIRS COMMITTEE

revised DECEMBER 2004

	PD FUNDING CATEGORIES	MONIES AVAILABLE	PERCENT OF FACULTY SALARY	PERSONAL ALLOCATION	ACCEPTABLE USE OF PERSONAL ALLOCATION	DESIGNATED PD POSITION/TERM	PD COMMITTEE COMPOSITION	DUTIES & REPORTING FUNCTION OF POSITION	COLLECTIVE AGREEMENT	CONTACT PERSON
								Services Group also provides confidential instructor support through one-on-one consultations and small group analyses.		

PD Comparison Chart

PROFESSIONAL AFFAIRS COMMITTEE

revised **DECEMBER 2004**

	PD FUNDING CATEGORIES	MONIES AVAILABLE	PERCENT OF FACULTY SALARY	PERSONAL ALLOCATION	ACCEPTABLE USE OF PERSONAL ALLOCATION	DESIGNATED PD POSITION/TERM	PD COMMITTEE COMPOSITION	DUTIES & REPORTING FUNCTION OF POSITION	COLLECTIVE AGREEMENT	CONTACT PERSON
--	-----------------------	------------------	---------------------------	---------------------	---------------------------------------	-----------------------------	--------------------------	---	----------------------	----------------

NAIT – Professional Development

PD Funding Categories	Amount	Criteria	
NASA Professional Development Funding	\$26,000	<p>The Membership Services Committee promotes participation in professional development by providing funding to the membership.</p> <ol style="list-style-type: none"> Preference will be given to applications in their relation to NASA, NAIT and/or the applicant. Preference will be given to members who have not been sponsored in the last three years. Preference will be given to members who have exhausted all other avenues of funding. Conferences, which are primarily educational in focus with a broad application to NASA and NAIT, will receive a higher degree of funding than those which are technical or of a specialized nature (i.e. program or area specific) because it is expected that programs will be the primary source of funding for those events. Preference will be given to individuals who share the financial cost of the conference. Conference participants shall complete a Workshop Evaluation and Conference Feedback Form. As a recipient of professional development funding, a member may be asked to fulfill a role on a NASA Committee. 	NASA Membership Services Committee members are elected from the membership. Each year the membership approves a budget line and the Committee administers the fund.
NAIT Special Staff Development Fund (SSDF)	\$40,000	<p>The SSDF is an administrative mechanism intended to provide opportunities for Institute-wide staff development. Learning activities that are accessible and applicable to a broad spectrum of the Institute communication shall receive funding priority.</p> <p>The fund is available to the NAIT community based on the following priorities:</p> <ol style="list-style-type: none"> The educational experience will align with one (ore more) of the key directions of NAIT; 	Special Staff Development Committee includes the Director of HR, Present of NASA, Chairperson of AUPE and one excluded employee and one management/administrative specialist employee designated by the NAIT President.

PD Comparison Chart

PROFESSIONAL AFFAIRS COMMITTEE

revised DECEMBER 2004

	PD FUNDING CATEGORIES	MONIES AVAILABLE	PERCENT OF FACULTY SALARY	PERSONAL ALLOCATION	ACCEPTABLE USE OF PERSONAL ALLOCATION	DESIGNATED PD POSITION/TERM	PD COMMITTEE COMPOSITION	DUTIES & REPORTING FUNCTION OF POSITION	COLLECTIVE AGREEMENT	CONTACT PERSON
--	-----------------------	------------------	---------------------------	---------------------	---------------------------------------	-----------------------------	--------------------------	---	----------------------	----------------

PD Funding Categories	Amount	Criteria	
		2) Champion Student Success; 3) Excel in Teaching & Learning; 4) Optimize the Use of Technology; 5) Advance Enterprise Development; 6) Institute-wise learning activities with specified outcomes and objectives that support Institute goals and priorities' 7) Learning activities designed to optimize service to customers while advancing the knowledge of a broad spectrum of NAIT staff; 8) Learning activities that are accessible to a cross-functional group of Institute staff; 9) Learning activities for which there is an immediate opportunity to apply the skills and knowledge acquired for the benefit of the Institute and staff.	
NAIT Staff Development	The Institute shall make budgetary provision for expenditure in the next academic year, on the following: (i) short term staff development leave costs, including but not limited to travel and subsistence costs and not including overload or salary costs, from a fund equivalent to the product of three hundred dollars (\$300) and the number of permanent full-time staff members, (ii) long term educational leaves, experience leaves, secondments and exchanges totalling not less than twelve (12) man years, (iii) salary and benefits for staff members on	Maintenance and development of job-related knowledge and skills is a responsibility shared by individual staff members and the Institute. Short Term Staff Development Leave – a period of less than 20 working days. This allows the applicant to attend short courses, seminars, workshops, conferences and other activities relevant to their assigned duties. Long Term Educational & Experience Leave – to undertake approved full-time educational programs or to gain approve relevant work experience at another organization.	Individual program areas have the discretion to allot the \$300 funding as they see fit (e.g. to allot the \$300 to each instructor or to provide complete funding for conferences for fewer staff). Long Term Staff Development is subject to the review and recommendations of the Staff Development Committee. This Committee is composed of two members appointed by NASA and three academic officers appointed by the NAIT President.

PD Comparison Chart

PROFESSIONAL AFFAIRS COMMITTEE

revised DECEMBER 2004

	PD FUNDING CATEGORIES	MONIES AVAILABLE	PERCENT OF FACULTY SALARY	PERSONAL ALLOCATION	ACCEPTABLE USE OF PERSONAL ALLOCATION	DESIGNATED PD POSITION/TERM	PD COMMITTEE COMPOSITION	DUTIES & REPORTING FUNCTION OF POSITION	COLLECTIVE AGREEMENT	CONTACT PERSON
--	-----------------------	------------------	---------------------------	---------------------	---------------------------------------	-----------------------------	--------------------------	---	----------------------	----------------

PD Funding Categories	Amount	Criteria	
	staff development leave, (iv) salary and benefits for staff members participating as trainees in In-Service training, (v) salary and benefits for staff members granted time off to permit attendance at courses, (vi) operation of the staff training and development unit, (vii) travel and subsistence expenses for staff members on staff development leave, (viii) tuition and registration fees.		
NAIT Human Resources	New instructors normally receive their regular pay and benefits while attending BMI.	Becoming a Master Instructor (BMI) - is designed to provide instructors with an orientation to instructional roles and responsibilities while building skills that will allow them to perform their duties at an acceptable level.	A condition of employment for all salaried instructional staff and is normally required prior to commencing instructional duties.
		May/June In-Service Training – include a selection of short courses, workshops and seminars intended to build competencies in a number of categories. These include instructional strategies, classroom management, curriculum development, leadership, customer services, computing, career planning, and wellness.	