



## FACULTY PROFESSIONAL DEVELOPMENT POLICIES AND PROCEDURES

The Faculty Professional Development Committee is a parity committee currently with three teacher members and two representatives of the college. The faculty members are Claude Arseneault (DTU 2<sup>nd</sup> Vice President), Paul Hawkins (PDFC chair) and Matlub Hussain. The two college representatives are Ron Spivock and Bruno Geslain. The committee's secretary, Nancy Houghton (room 4B.7, local 1434), handles all documents and inquiries.

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

### ***Eligibility and Maximum Allowed:***

Permanent and non-permanent teachers with a full load as well as part-timers may apply for funds. Permanent and non-permanent teachers with a full load are eligible for **\$600/year**. Part-time and hourly-paid teachers' allocation of funding will be pro-rated to their annual workload.

Hourly-paid teachers may apply for funds pro-rated as follows:

$$\frac{(\$600 \times \# \text{ hours taught per year})}{525 \text{ hours}}$$

**Permanent teachers** can use the funds available to them for the current budget year and the next one by **forward projecting**. Consequently, the maximum amount of funding that a teacher can access in any budget year is \$1200.00. Once \$1200 has been disbursed to a teacher in one year, his/her access to the fund is frozen for the next budget year.

**Non-permanent teachers** only have access to the current year's allotment. They may submit a request to be reimbursed for the balance (up to \$600) in the next budget year once their workload has been confirmed.

Teachers who receive funding from the PDFC are expected to **acknowledge Dawson** representation as a presenter at a conference or in any material associated with the conference or publication. This particularly becomes an issue when an individual teacher is associated with more than one academic institution. If Dawson funds the activity, even in part, Dawson deserves recognition.

The budget year is July 1<sup>st</sup> to June 30th. **Applications should be submitted in advance of the activity** (don't wait for receipts, forward them when you receive them), and certainly within the budget year in which the activity takes place. Teachers cannot access the fund for a previous year, and activities that begin after July 1<sup>st</sup> (or that are approved after July 1<sup>st</sup>) are deducted from the teacher's allotment for the new budget year. If you delay applying, you may deprive yourself of the maximum amount of funding possible in your case.

## THE IN-HOUSE FUND

*(allocations to departments)*

This fund is 25% of the total money available (including the annual allocation and accumulated surplus) and is used to address the needs for pedagogical training, technology updating, and language training. Eligible expenses include:

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

### ***Particular rules:***

- **Apply in advance of the activity.** Please indicate the nature of the workshop, any fees (e.g. honorarium for invited speaker), and the number of participants.
- Funding for department workshops must be requested in advance in order that the committee can evaluate if the activity could be offered to other teachers and possibly enable the college to secure a better rate. An attendance list must be submitted after the workshop since funding is approved based on the number of participants.
- When a teacher attends a conference as a departmental representative, normally they should use their individual allotment. However, if a teacher has no funds available and is required to represent their department, \$500 can be granted for this purpose **with the advance approval of the PDFC.**

## THE GENERAL FUND

*(allocations to individuals)*

Activities are divided into three categories: Group 1 (conferences, seminars, tuition), Group 2 (self-directed activities) and Group 3 (Dawson P.A.R.C. activities). Eligible expenses include:

- tuition paid to recognized educational institutions for courses related to a teacher's discipline or pedagogy;
- language training (normally available at Dawson);
- all Performa courses (**apply before the course starts**; send transcript when you receive it);
- attendance at conferences given by ARC and AQPC;
- self directed activities such as fieldwork, research, exhibits, etc.
- Dawson P.A.R.C. activities will be funded for 50% of the cost

### ***Particular rules:***

- **Apply in advance of the activity.**
- Maximum daily allowance for meals: \$42.00. General guideline: breakfast - \$7.00, lunch - \$15.00, and dinner - \$20.00. **Original receipts must be submitted.**
- Please arrange to travel via the cheapest reasonable mode of transport. Book early for better fares. For out of town travel, rental car arrangements can be made at Dawson's corporate rate through Discount Car Rental on Guy St.
- Expenses connected with an exhibit will be reimbursed (i.e. framing, publicity) – but not costs related to the production of the artwork.
- Expenses connected with a research project will be reimbursed (i.e. accommodation, travel) – but not costs related to the publication and/or printing.
- 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.
- Courses related to skill-updating, computers, language, etc. **must be taken at Dawson. Tuition fees for teachers taking either credit or non-credit courses at Dawson are free, providing the course is successfully completed.** Therefore, there must be a valid reason for taking a course elsewhere (i.e. it is connected with a degree program, it is at a level not offered at Dawson, etc.). Courses equivalent to those offered at Dawson that teachers take elsewhere (except for an eligible reason) will be reimbursed at the Dawson rate.

### ***Expenses not eligible for reimbursement:***

- professional association and membership fees;
- supplies, books and materials for courses;
- conference proceedings; interest payments on tuition, etc.;
- Performa re-admission fees;
- typing and other thesis expenses;
- parking on the island of Montreal for conferences and courses.

## **APPLICATION PROCEDURES**

### ***Before the Activity:***

- Print an application form available on the DTU or Dawson College website, or pick one up at the DTU office (8A.5) or Administrative Services (4B.7);
- Fill in the form and explain the relevancy to your teaching;
- Circle your status and in the case of non-permanent teachers, indicate your workload;
- Indicate the category of the activity;
- Sign the form and have your chair sign it;
- Attach supporting documents (e.g. conference pamphlet or course description);
- **Forward the form to Nancy Houghton c/o Admin. Services (4B.7);**
- *As a reminder: If a leave is required, please apply to your Dean.*

### ***After the Activity:***

- Submit your **original receipts** and a brief report to Nancy in room 4B7;
- For courses, submit proof of payment and transcript indicating successful completion;
- Payments are added to your regular paycheck and will be made once all documents have been received;
- Tuition reimbursements are taxable and are added to your T4; in turn, you can claim the tuition on your income tax declaration with the appropriate receipt.

If you have any questions regarding the committee and/or its functioning please feel free to contact any of the committee members.

