

INSTRUCTIONS FOR PROFESSIONAL DEVELOPMENT FUNDING FROM THE FACULTY PD COMMITTEE

Current Funding Year: **2017-2018 (April 1, 2017 – March 31, 2018)**

The Faculty PD Committee invites interested regular and non-regular faculty members to apply for Professional Development Funding for activities taking place from **April 2017 until March 31, 2018**. The application deadline is **March 31, 2017**. **Professional Development (PD)** funds are allocated for **reimbursement** of expenses incurred by faculty members for activities, projects, training, or research that will enhance and improve teaching at Capilano University.

Funding is available up to a maximum of **\$2500** and is dependent on annual budget funds. Note that reimbursement of funds occurs after the PD activity or event has occurred and is contingent on documentation that the faculty member has personally paid for the activity. Funding applications are reviewed by the Faculty PD Committee and prioritized based on the significance, applicability, and demonstrated need of the funding proposal in addition to the role taken by the faculty member and length of time since last receiving funding.

How to Apply for PD Funding Reimbursement

1. Review the PD Application form **carefully**
2. **Email** the **completed** PD Application form to faculty@capilano.ca
3. **Application receipt** will be **acknowledged** via email.
4. Successful applicants must pay upfront for their eligible PD activity.
5. In order to receive reimbursement, recipients of Faculty PD funding must submit, within **60 days of the PD activity**, a summary of expenses, including original receipts (e.g., boarding passes and hotel receipts), and a brief written report. The written report should include an evaluation of the project or activity and will be uploaded to the Faculty PD Moodle site.
6. Expenses will not be reimbursed until the expense form, receipts, documentation, and written report are received. Incomplete forms will delay processing **and may result in non-reimbursement of funds**.

The proposal form is to be **completed electronically**, saved, and emailed to faculty@capilano.ca. Paper copies will not be accepted.

To see examples of eligible expenses, check out the [Faculty Professional Development Moodle site](#). Password=teach

If you have any questions, please contact Faculty PD Committee Chair, at faculty@capilano.ca

Professional Development activities may include (but are not limited to):

- Attendance or presentation at a conference or workshop
- Graduate courses
- Activities related to knowledge transfer/information sharing with the University community
- Professional Development workshops for faculty members
- Collaborative projects involving multiple faculty members, including multidisciplinary projects
- Teaching and learning projects and programs

Examples of activities that are **not funded** include student/faculty tours, client surveys, regular articulation processes, ongoing departmental activities, student gatherings with faculty sponsors, or professional/organizational membership fees.

Eligibility

Both Regular and Non-Regular Faculty members are eligible for funding if they have:

- Not received funding in the past 2 years.
- Worked a minimum of four sections in each of the two preceding years.
- Submitted, in a timely manner, expense and written reports from a previously approved activity.

The Committee will consider requests from faculty who do not meet the above criteria but will assign such requests a lower priority.

Allocation Criteria

Funds will be allocated according to the following criteria:

- Significance (How does it improve teaching or learning at Capilano? How does it advance knowledge or creativity in your field?)
- Applicability (How does the project advance programs at Capilano University? How many faculty, departments, and students will benefit?)
- Demonstrated need for the project at Capilano University
- Role taken at the event (attendee, speaker, organizer...)
- Length of time since the applicant has received a Faculty PD Committee grant

Claimable Expenses

Expenses must be related to professional development activities that enhance the knowledge, performance or career progression of your work at the University. The Fund may not be accessed for any other purpose.

Typical expenses include:

- conference or workshop registration fees
- necessary travel including airfare
- accommodation that is within the allowable BC Government rate (please request the government rate). The following website provides approved rates for cities within BC
<http://csa.pss.gov.bc.ca/businesstravel/>
For travel out-of-Province and out-of-Country see the following approved rates <http://rehelv-acrd.tpsgc-pwgsc.gc.ca/ACRDS/rechercher-search-eng.aspx>
- meals/per diem rate per day. To claim meals, travel status must
 - Begin before 7 am on the date of departure to claim breakfast =11.75
 - Begin before 12 pm on the date of departure to claim lunch =13.50
 - End after 6 pm on the date of return to claim dinner = 22.75
- mileage (.53 cents per km) \$48.00

Expenses that are **not allowed** include:

- excess baggage fees
- alcohol
- gifts
- room service
- rental cars
- personal expenses
- accommodation expenses outside of the PD dates (e.g., hotel costs associated with staying for personal days after a conference).