**Guidelines Professional Development Fund**



1. **Preamble**

The Sask. Polytechnic Faculty Association (SPFA) identified as a priority the need to support faculty in the areas of advanced education, research, professional development and scholarly activities. As a rejuvenation initiative, financial support will be made available to assist faculty with their scholarly pursuits.

The SPFA Professional Development (PD) Committee consists of one faculty member from each campus, from various disciplines, who volunteer to assist the Association to review proposals and make recommendations to the SPFA Executive Council for disbursement of the funds.

# Purpose

Faculty undertake professional learning opportunities throughout their career for a variety of reasons. Most commonly and as part of their own professional growth plan, they are seeking to fulfil and learn from guiding short or long term professional goals.

The Professional Development Fund will provide faculty members with an opportunity to secure additional funds to assist them in ongoing learning to support their career paths.

# Administration of Funds

* + Funds to a total of $25,000.00 may be awarded yearly during the academic year.
  + Allocation of funds will be based on the number of applicants to a maximum value of

$1,000 per person per academic year with preference to first-time applicants.

* + Applications will be reviewed by the SPFA Professional Development (PD) Committee.
  + The PD Committee will then make recommendations to the Executive Council of SPFA who will make the final decision on funding.
  + Faculty will be notified of the outcome within 60 days of the application deadline or in concurrence with the SPFA Executive council meetings.
  + Funding deadlines are October 1st and April 1st.

# Application Process

1. Fill out the application form that can be found online by either the October 1st or April 1st deadline.
   * Email the form to the Faculty Association Executive Assistant at ([info@spfa.ca](mailto:info@spfa.ca))
2. Upon completion of the professional development activity, complete an SPFA Expense Claim Form and submit the claim form with original receipts to the SPFA Executive Assistant for processing.
3. Application forms and Expense Claim forms can be found online at: <http://spfa.ca/index.php/resources-menu/documents/forms>.
4. Submit, with your expense claim, a brief report on the activity (1/2 page) and whether you would recommend it to your colleagues.

# Eligible Funding Examples

* + Formal and informal ways in which a faculty may wish to engage in professional learning opportunities that would enhance their own learning. Some examples are:
    - Currently enrolled in a formal education program such as diplomas, degrees, master’s, Ph.D., etc.
    - Where applicants apply for education PD funds, preference will be given to those pursuing PD that is in alignment with the *Required Qualifications, Skills and Abilities (QSA)* for the applicant’s position.
    - Tuition and books during the current academic year.
    - National and international conferences
    - Scholarly activities, such as paper presentations, publishing activities
    - Attendance at workshops or seminars
    - Involvement in a professional organization and volunteering
    - Online or distance course
    - Other opportunities to enhance work performance

# Eligible Faculty

* + All applicants must be members of the Sask. Polytechnic Faculty Association.
  + Members of the committee can submit applications but must recluse themselves from voting on their application.

# Additional Criteria

* + A maximum of $2500 PD funding within a five-year period is available to each SPFA member.
  + Professional development activities within the past and/or current academic year are eligible for funding.
  + Whenever possible, submit receipts and reports within 60 days of completion of the requested course, workshop, etc.
  + **Expenses for current** academic year must be submitted **by June 15** in order to be paid out by June 30th fiscal yearend (i.e., air fare, registration, tuition) and can’t be carried over to the next year.
  + In order to distribute funds as equitably as possible, priority will be given to first-time applicants.
  + Members are encouraged to utilize other sources, such as Saskatchewan Polytechnic and your program, to co-fund their professional development activities. The Saskatchewan Polytechnic Faculty Association (SPFA) professional development funding committee requires that you apply for funding from Saskatchewan Polytechnic prior to applying to the SPFA fund. Applying to the employer ensures they are aware of PD requirements. Rejection of your application by the employer will not jeopardize your funding application to the SPFA.
* After you have applied with Saskatchewan Polytechnic and subsequently apply with the SPFA fund, please provide the date of reply and response that Saskatchewan Polytechnic gave you.
* If you have not applied to Saskatchewan Polytechnic for funding prior to applying with SPFA, please explain why you have not done so in your application to the SPFA.