



PROFESSIONAL DEVELOPMENT POLICY AND PROCEDURES

ADOPTED: MAY 29, 2012

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1. Goal

- 1.1 The Association of Dawson Professionals (ADP) seeks to support the professional development of its members through activities, studies, training, etc. or through the acquisition of computers and computer peripherals useful to the accomplishment of their duties.
- 1.2 In support of this goal, the ADP has set up a Professional Development Support Committee (PDSC), which is separate and autonomous from the College's Professional Development Committee (PDC).

2. Composition and Mandate of the ADP Professional Development Support Committee (PDSC)

- 2.1 The PDSC is composed of two representatives of the ADP (who also sit on the College PD committee) and the President of the ADP or his/her delegate.
- 2.2 The members of the PDSC are also members of the ADP Executive Committee.
- 2.3 The mandate of the PDSC is:
 - a) to approve requests from professionals for the ADP professional development grants;
 - b) to examine the professional development needs of professionals;
 - c) to recommend professional development group activities to the ADP Executive Committee;
 - d) to allocate funds for group activities approved by the ADP Executive Committee;
 - e) to liaise with the College on professional development issues and activities;
 - f) to advise professionals on how to obtain funding from the College for professional development activities;
 - g) to keep an up-to-date list of all professionals who have received a grant;
 - h) to review the existing policy at the start of each new collective agreement and to suggest revisions to the policy (if necessary) to the ADP Executive Committee.

3. Professionals Eligible for Funding

3.1 The following ADP members are eligible for grants under this policy:

- a) regular full-time professionals with the equivalent of five years of service;

Note: full-time professionals will continue to accrue years of service towards their eligibility for grants while on leave.

- b) full-time special project professionals who have completed the equivalent of at least five years of service;.
- c) part-time replacement or special project professionals who have completed the equivalent of at least five years of full-time service.

3.2 All ADP professionals are eligible to participate in group activities funded by the PDSC.

4. Funding Amounts

4.1 ADP members are allowed up to two grants of \$1000 per grant, for a total of \$2000:

- a) a first grant of \$1000 to ADP members who meet one of the eligibility criteria stipulated in article 3.1;
- b) a second grant of \$1000 with a minimum delay of ten years after the date of disbursement of the first grant.

4.2 A grant may be taken in more than one instalment. Where a grant is taken in two or more instalments, the date of the grant, for the purposes of article 4.1, is taken to be the date of the first instalment.

4.3 Where the full amount of a grant has not been disbursed, the balance may be carried forward and be combined with the amount of a subsequent grant.

5. Types of Activities and Purchases Eligible for Individual Professional's Funding

5.1 The PDSC will approve funding for:

- a) registration fees, tuition fees and textbooks for credit courses from a recognized college or university, based on successful completion;
- b) workshop or conference fees as well as lodging, meals and transportation costs, if deemed to be job-related.
- c) membership fees for job related professional organizations
- d) computer, computer peripherals (e.g, printer, tablet, etc.) or mobile devices (e.g. smartphones), if deemed job related.

5.2 Funds do not have to be taken at the same time but may be split among various activities and/or purchases.

5.3 Funds may be combined with professional development funds provided by the College.

5.4 The PDSC will not approve the reimbursement of:

- a) language courses taken privately, or at specialty houses e.g.: Berlitz;
- b) popular courses/workshops such as basket weaving, cooking, floral arranging, etc;
- c) certain associated fees such as I.D. cards and printed materials.

6. Procedure for Allocation of Funds for Individual Professional's Funding

6.1 Any eligible professional who is interested in receiving a grant must complete an ADP Grant Application form, which may be obtained from the PDSC or on the ADP website. The professional should explain how the activity or purchase is related to his/her job.

6.2 Once completed, the professional forwards the form to a member of the PDSC.

6.3 The PDSC will review the application for eligibility.

6.4 The PDSC will advise the professional if the grant has been approved.

6.5 The PDSC will authorize payment for the approved grant once the professional provides the necessary documentation,

- a) receipts for purchases, tuition, etc.;
- b) proof of successful completion of credit courses for professionals taking courses at a recognized college or university.

7. Types of Activities and Purchases Eligible for Group Activities Funding

7.1 The PDSC will approve funding for:

- a) job-related group activities for ADP members held on or off campus such as workshops, intensive courses, Ped Day presentations, etc.
- b) union-related group activities for members of the ADP Executive Committee

7.2 The minimum number of ADP members needed to sponsor a group activity will be considered on a case-by-case basis by the members of the ADP Executive Committee.

7.3 Funds for group activities may be combined with professional development funds provided by the College or by individual departments.

8. Procedure for Allocation of Funds for Group Activities Funding

8.1 At the start of the Fall semester, the ADP PDSC will solicit suggestions for group activities from the general membership. The PDSC will submit the suggestions to the Executive Committee for

review and approval.

- 8.2 The ADP Executive Committee shall choose two group activities to fund for the academic year based on their relevance to professionals' responsibilities or union responsibilities and to the funds that are available in any given year as per the ADP's annual expenses and revenues report.
- 8.3 The Executive Committee will advise the general membership of the group activities that are selected for funding.

9. Revisions to the Policy and Procedure

- 9.1 The policy and procedures will be reviewed by the members of the PDSC at the start of each new Collective Agreement.
- 9.2 The PDSC will bring suggestions for revisions to the policy and procedures to the ADP Executive Committee.
- 9.3 If approved by the Executive Committee, the revised policy and procedures will be brought to the members at large for a vote.
- 9.4 A simple majority of ADP members is required to approve revisions to the policy and procedures.