

**1.0 POLICY STATEMENT**

- 1.1 Grant MacEwan University places great importance on faculty development and the support of their continuous pursuit of excellence in teaching and learning; research, scholarly and creative activity; professional practice; and service. This policy is intended to promote and guide evidence-based practice in faculty development and manage the allocation of professional development funding.

**2.0 RATIONALE AND GUIDING PRINCIPLES**

- 2.1 By helping faculty to enhance and expand their skills throughout their careers, faculty development initiatives support student learning and success as the primary focus of the University's mandate.
- 2.2 Faculty development is ongoing and relevant throughout an individual's career.
- 2.3 Faculty development is available to all members of faculty, whether continuing, probationary, limited-term, or sessional.
- 2.4 Faculty development supports the activities of faculty under all their terms and conditions of employment.
- 2.5 Faculty development is a shared endeavour and requires the collaborative engagement of faculty members, their chairs, deans and directors, the Faculty Association, and staff with responsibilities for supporting the faculty development process.
- 2.6 Faculty development programming has clearly articulated goals and intended outcomes relevant to faculty performance of their duties.
- 2.7 Allocation of faculty development resources reflects the needs and priorities of both faculty members and the University.

**3.0 REGULATIONS**

- 3.1 The Provost and Vice President Academic is responsible for the overall vision, leadership, and management required of this policy. The Provost and Vice President Academic may delegate responsibility for the leadership and management required by this policy.
- 3.2 The Provost and Vice President Academic shall be responsible for establishing such administrative structures and procedures required to manage the effective allocation of resources of the Faculty Development Fund (the Fund).

**4.0 FUNDING**

- 4.1 A Faculty Development Fund shall accrue and be allocated in compliance with the collective agreement between the Grant MacEwan University Faculty Association and the University's Board of Governors as it exists at any particular time. Unspent money from the Fund shall be carried forward each year by the University.
- 4.2 Continuing, probationary, and full-time limited term faculty are eligible to receive an annual personal professional development allocation from the University's Faculty Development Fund as determined by the terms specified in their collective agreement with the University.

- 4.2.1 Unspent funds from the annual personal allocation may be carried forward for a maximum of three years. The three-year carryover period begins on July 1 of the year following the initial disbursement. At the end of the three-year carryover period, unspent funds are automatically returned to the Faculty Development Fund.
- 4.2.2 Continuing or probationary faculty who are hired after September 1 and prior to the first day of the Winter term are entitled to 50% of that year's annual allocation.
- 4.2.3 Faculty members on an unpaid leave of absence or a long-term disability leave may not use the resources of the Faculty Development Fund nor accrue new funds but shall retain unused funds from previous allocation.
- 4.3 Sessional faculty are eligible to apply for funds that may be allocated each year for that purpose. Such funds for sessional faculty are available only in the year of their allocation and may not be carried forward.
- 4.4 Faculty Development Fund resources shall be allocated for purposes, and only for purposes, related to the responsibilities of faculty in the performance of their University duties as specified in their collective agreement with the University.
- 4.5 Any goods (e.g., teaching or research equipment) purchased with Faculty Development Fund resources shall be the property of the University. Such goods shall be provided for unfettered use to the faculty member to whom funds were allocated, provided that faculty member remains employed by the University.

## **5.0 FACULTY DEVELOPMENT COMMITTEE**

- 5.1 The University, via the General Faculties Council, shall establish a Faculty Development Committee, the membership and operation of which is outlined in that Committee's Terms of Reference as approved by the General Faculties Council.
- 5.2 The purpose of the Faculty Development Committee is to advise the Provost and Vice President Academic or their delegate with respect to the effective disbursement of the Faculty Development Fund.
- 5.3 The dean or director of each Faculty/School or equivalent entity shall be responsible for establishing a Faculty Development Committee to discuss local needs and send recommendations to the University-level Faculty Development Committee. These local committees shall be governed by their respective Terms of Reference as approved by their Faculty/School Council or equivalent body.

## **6.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS**

## **7.0 ACCOUNTABILITY**

### **Policy Sponsor**

The Provost and Vice President Academic

### **Office of Administrative Responsibility**

Centre for the Advancement of Faculty Excellence

## 8.0 HISTORY

### Relevant Dates

Approved: **15.05.28**

Effective: **15.05.29**

Next Review: **20.05.28**

### Modification History

83.09.15: Approved by Board Motion 3-2-83/84.

85.11.01: Amended to include the sabbatical component (Article 5.0).

88.04.12: Amended by the Executive Officers' Committee.

94.12.15: Accepted for information revisions as part of the ongoing review of Human Resources related Board Policies.

96.06.20: Accepted for information revisions to 5.2.2.1 (to permit acquisition of computer hardware and related components from Faculty Development funds) and 5.2.4 (to allow sessional members to carry forward unused decentralized funds for three years).

97.09.02: Approved changes in this version of the policy at the September 2, 1997 meeting of President's Council.

00.01.11: Approved changes in this version of the policy at the January 11<sup>th</sup>, 2000 meeting of President's Council.

07.04.02: Approved changes in this version of the policy at the April 2, 2007 meeting of Executive Committee.

08.12.11: Revised as recommended by Executive Committee and approved by Board Motion 01-12-11-2008/09.

09.10.08: Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10. 15.04.28

15.04.28: Changed from D2090 to C5090. Updated to reflect GMUFA Collective Agreements.

15.05.28: Amendments approved by Academic Governance Council motion AGC-05-04-28-2015 were approved by Board of Governors motion 08-05-28-2014/15.

18.12.12: Minor change to replace Academic Governance Council with General Faculties Council effective February 1, 2019. Approved by Policy Sponsor on December 12, 2018.

21.03.29: Minor change to remove reference to rescinded policy document in section 6.0. Approved by Policy Sponsor on March 29, 2021.