



## Faculty Development Committee

### **Guidelines for Assessment of Professional Development Applications**

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Professional development funds are allocated to faculty members to enhance effectiveness in their University function and to strengthen their expertise and knowledge in areas related to the teaching function. All faculty members are eligible to apply for funds.

For the purpose of these guidelines:

- *Faculty* is used to refer to any Faculty, Centre, School or other major organizational unit which includes faculty members.
- *dean* is used to refer the dean or director of any Faculty, Centre or School or the administrator responsible for any other major organizational unit which includes faculty members.

Each Faculty is responsible for establishing a Faculty Development Committee comprised of:

- one elected faculty member from each department or program
- dean of the Faculty [*who will serve as non-voting chair*]

Members are elected for one year, commencing August 15. In unusual circumstances, the composition of the Committee may differ. The Vice-President, Academic and the President of the Mount Royal Faculty Association must agree upon such exceptions.

The Faculty Development Committee will:

- publish and communicate guidelines for the assessment of applications for professional development funds;
- assess needs and support professional development activities for faculty members within its respective Faculty;
- evaluate applications for professional development funds and determine the level of support provided for each;
- maintain liaison with other committees or individuals within the College who are involved in professional development activities for faculty.

**Process for Application:**

Applicants are required to complete an *Application for Funding* form [available from department secretary, office of the dean or P:/ drive].

Applications will include:

- a written proposal which outlines the professional development activity;
- a statement which demonstrates the level of department support;
- an explanation of benefits to the individual and to the College;
- a brochure or other printed material [if applicable] which describes the professional development activity.

Applications will be submitted to the office of the dean in accordance with the following deadlines:

<b>Application Deadlines</b>	<b>Funding Period</b>
second Friday of September	October 1 – December 31
second Friday of December	January 1 – March 31
second Friday of March	April 1 – June 30
second Friday of May	July 1 – September 30

**Guidelines for Assessment of Applications:**

The Faculty Development Committee will consider applications in accordance with the following criteria:

- applicants who have not received funding in the past two years will be given priority over those who have;
- priority will be given to applicants who are active participants rather than observers;
- applicants who propose activities directly related to their teaching responsibilities will be given priority over those whose activities are less directly related to teaching;
- priority will be given to applicants whose activities benefit both the individual and the College;
- applications will be assessed on the merits of the submissions and in accordance with stipulated guidelines;
- all applicants, regardless of employment status, will be treated equitably;
- applications which do not meet the criteria will be considered after funds have been disbursed to those submissions which meet them.

The Faculty Development Committee:

- may, at its discretion, fund all or a portion of the funds requested;

- will not fund substitute faculty members;
- will not fund programs of study;
- will not fund research.

**Reports:**

Within sixty days of receiving funds, the applicant will submit to the Faculty Development Committee a brief report and relevant receipts *[receipts for expenditures must be submitted to the office of the dean prior to June 30 of the funding year]*. The report will summarize a completed activity and its relevance to the individual's area of responsibility at Mount Royal College. In the case of ongoing activity, a progress report will be submitted. In such a case, the Faculty Development Committee may request further progress reports or may discontinue the funding of projects which cannot demonstrate adequate progress.

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