

COMMITTEE CHARTER

Committee:	Professional Development Committee
Committee Sponsor:	Mount Royal Faculty Association
Date Last Revised:	February 16, 2018

Mandate

The Professional Development Committee shall encourage and facilitate professional development of Regular and Associate Members of the Association, with a focus on promoting excellence in teaching, research and scholarship.

Authority

The Professional Development Committee is a standing committee of the Mount Royal Faculty Association. It reports on its activities to the Executive Board and to the Regular Members of the Association. The committee has the authority to approve expenditures within its annual budget, except that Executive Board approval is required for expenditures on food or accommodations for committee members. To reduce costs, the committee is encouraged to make use of Faculty Centre services when hosting events.

The committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval.

Membership

The Professional Development Committee shall consist of the Senior Administrative and Faculty Relations Officer who shall be treasurer and nine Regular Members of the Association, the majority of whom shall be full-time:

- four to serve a term of two years and to be elected in odd numbered years,
- four to serve a term of two years and to be elected in even-numbered years;
- The Senior Administrative and Faculty Relations Officer who shall serve as treasurer; and
- the Academic Development Centre's Faculty Development Coordinator or designee who shall sit as a non-voting ex-officio member.

The committee shall annually select a chair from among its elected members. All committee members are expected to participate in planning, preparing for, and hosting events organized by the committee.

Meetings

In addition to the initial meeting, which shall be held during the Committee Transition Meetings, the meetings of the Professional Development Committee shall be called as required throughout the academic year by the chair. Quorum shall be five members of the committee, including the chair or designee. Minutes will be taken for all committee meetings and submitted to the Senior Administrative and Faculty Relations Officer for filing. Sub-committees may be struck to organize particular events.

Expected Activities

The Professional Development Committee shall:

- organize and promote seminars, workshops, courses and other activities related to professional development, including supporting teaching, research and scholarship;
- organize an annual Faculty Retreat to be held in May on dates that do not conflict with the MRFA Annual General Meeting or the May meeting of General Faculties Council. Committee members directly involved in on-site facilitation of the retreat shall have their retreat expenses covered by the PD Committee budget;
- write to the President of the University requesting that the Board of Governors continue to provide funding that contributes to a successful Faculty Retreat;
- organize annual Professional Development Days to be held during each of the Fall and Winter semester Reading Weeks;

- consult with the Professional Standards and Governance Committee when considering an event that might overlap with their mandate;
- appoint a member in odd-numbered years to serve a term of two years on the MRFA Awards Committee;
- record all tasks associated with arranging events in the committee's event binder for possible future use
- prepare a report for the Annual General Meeting describing the events organized during the year and a summary of committee expenditures;
- encourage members' direct involvement and participatory engagement in the work of the committee.

Resources

The MRFA will provide a budget for the committee in an amount to be reviewed by the MRFA Treasurer annually or at the request of the committee. Administrative support will be provided by the MRFA Senior Administrative and Faculty Relations Officer.