



**Committee:** Professional Development Committee

**Committee Sponsor:** Mount Royal Faculty Association

**Date last Revised:** April 9, 2021

### **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 at least one of whom must be contract; 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 approved minutes shall be submitted to the Executive Board for information. 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 a Spring Faculty Retreat to be held in the Spring 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 registration covered by the PD Committee budget, and up to two members of the committee to deliver materials and set up a day in advance shall be reimbursed for one night's accommodations;
  - 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 normally be held during each of the Fall and Winter semester Reading Weeks;
- consult and collaborate with other Association Committees when considering events that might overlap with their mandates;
- 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 Google Drive 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.