

## **Faculty Development Committee**

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

*For the purposes of these guidelines, terms are used as they are defined in the Collective Agreement between the Mount Royal Faculty Association and the Board of Governors of Mount Royal University.*

Professional development funds are allocated to each Faculty in accordance with Article 18.1 of the Collective Agreement. Their purpose is to support and to enhance Employee effectiveness, accomplishment, and expertise in all areas of professional responsibility with priority given to teaching and scholarship. An integral component of this support is for participation in conferences, workshops, and related events.

Professional development funds are disbursed by a Faculty Development Committee. These Guidelines establish the Committees and outline their responsibilities. They also provide guidance on applicant eligibility, while making it clear that a Committee has the autonomy to establish criteria and context relevant to the respective Faculty.

#### **Faculty Development Committee**

- Each Faculty is responsible for establishing a Faculty Development Committee comprised of:
  - One Employee from each Academic Unit, elected by the Employees of the Academic Unit;
  - The Dean of the Faculty, or designate, who shall serve as non-voting chair.
- Elected members serve a term of one Academic Year.
- In unusual circumstances, the composition of the Committee may vary. The Provost and Vice-President, Academic, and the President of the Mount Royal Faculty Association must agree upon such exceptions.

#### **Responsibilities of the Faculty Development Committee**

- Publish and communicate:
  - The application process and application deadlines for requesting professional development funds;
  - The funding available to applicants;
  - The guidelines for assessment of applications for professional development funds;
  - The guidelines related to expense eligibility and expense reimbursement;
  - Any reporting requirements associated with receiving funding.
- Evaluate applications for professional development funds and determine the level of support.
- Liaise with other Faculty Development Committees across the University.

#### **Eligibility and priority for professional development funding**

- The following are University eligibility requirements for professional development funding:
  - All Employees are eligible to apply for funding;
  - All applicants, regardless of employment status, shall be treated equitably;
  - Applicants who have not received funding in the past two years shall be given priority over those who have.

- Applications are assessed on the merits of the submissions and in accordance with stipulated guidelines.
- Priority is given to applicants whose proposed activities are directly related to their teaching or scholarship, but applications related to other professional responsibilities of benefit to the University may also be considered.
- Faculty Development Committees may determine criteria for assessing the merit of applications.

### **Application deadlines**

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

<b>Application deadline</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

- At their discretion, a Faculty Development Committee may offer additional calls for applications.