



**Committee:** Professional Development Committee

**Committee Sponsor:** Mount Royal Faculty Association

**Date last Revised:** April 2026

## **Mandate**

The Professional Development Committee shall encourage and facilitate professional development of Members of the Association, with a focus on promoting excellence in teaching, research and scholarship, as well as regarding subjects related to, among other things, academic governance, parliamentary procedure, and conflict resolution.

## **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.

## **Sub-Committee Structure**

The Professional Development Committee shall be comprised of two subcommittees with delegated authority from the full committee for the development, promotion, and facilitation of all applicable sub-committee activities: the Winter Series & Get Cracking sub-committee and the Retreat sub-committee.

## **Membership**

The Professional Development Committee shall consist of

- the Senior Administrative and Faculty Relations Officer (non-voting) who shall be treasurer,
- an Officer of the Executive Board appointed annually by the Board who shall be Vice-Chair,
- four Members to serve a term of two years and to be elected in odd numbered years (two of whom shall be elected to the Winter Series sub-committee and two of whom shall be elected to the Retreat Planning sub-committee),
- four Members to serve a term of two years and to be elected in even-numbered years at least one of whom must be contract (two of whom shall be elected to the Winter Series sub-committee and two of whom shall be elected to the Retreat Planning sub-committee); and
- the Academic Development Centre's Faculty Development Coordinator or designee who shall sit as an 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 full Committee shall normally meet once per semester and subcommittees shall normally meet monthly throughout the year.

Quorum shall 50% of current committee or subcommittee membership + 1, including either the Chair or Vice-Chair. Minutes shall be taken for all committee and subcommittee meetings and approved minutes shall be submitted to the Executive Board for information.

## **Expected Activities**

Where applicable to the mandate of this committee, the Professional Development Committee shall support the concrete actions outlined in MRFA 2025 to ensure the fullest inclusion of all Association members, with particular attention to those members whose voices and experiences have historically been absent from the Association.

**The Professional Development Committee shall:**

- organize and promote seminars, workshops, courses and other activities related to professional development, including primarily supporting teaching, research and scholarship, and, also, regarding parliamentary procedure, leadership, and labour relations;
- consult and collaborate with other Association Committees when considering events that might overlap with their mandates;
- annually, in the Spring, appoint a member from and by the PD Committee to serve on the Triads 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; and
- encourage members' direct involvement and participatory engagement in the work of the committee.

**The Retreat subcommittee shall:**

- 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.
  - Retreat session proposals shall be evaluated using a set of pre-established criteria and the retreat program shall be submitted to the Executive Board for approval prior to distribution.
  - 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; and
- write to Academic Affairs requesting that the University continue to provide funding that contributes to a successful Faculty Retreat.

**The Winter Series and Get Cracking subcommittee shall:**

- annually organize a series of related PD events to be held throughout the Winter and/or Spring semesters,
- organize occasional get cracking sessions and Lunch and Learns on topics related to its mandate and, ideally, topics which are timely and of current interest to Members.

The Committee shall, also, support leadership succession planning and annual nomination processes, including encouraging colleagues' direct involvement and participatory engagement in the work of the Committee.

**Resources**

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