
Standard Number:	5003	Effective Date:	Jul 1, 2023
Standard Title:	Professional Development	Last Updated:	Sep 11, 202
Standard Category:	Human Resources	Next Review Date:	Jul, 2026

Purpose

This standard outlines the consideration process for professional development funding for college staff and instructors.

Definitions

Course: one course of the program which is required to achieve a regulated certification, or consideration for completion of a college defined program.

Professional Development: Activities that may include, but are not limited to: workshops, educational opportunities, professional speaking, conferences, seminars, and similar activities.

Program: the complete set of all courses required to achieve a regulated certification, or the collection of courses defined as a program by the college.

Statement

Ridge Meadows College supports the professional development of its staff and instructors. The college encourages employees to pursue professional development opportunities on a regular basis to advance their skills and expertise.

Administrative Staff

College administrative staff may receive professional development funding in amounts as per their employment contract. They should follow appropriate school district procedures for requesting and obtaining professional development funding.

Instructors

Ridge Meadows College is primarily a teaching institution. As a result, significant research and major professional development opportunities will often be outside the scope of the college's mandate and financial capabilities. However, the college will maintain a limited professional development fund that may be accessible depending upon a successful application of an instructor.

The college may, at its discretion, financially support professional development opportunities that are in direct relation to an instructor's role at the college or teaching disciplines. Only activities that further the interests of the College, its students, or the community will be considered.

Appropriate professional development activities may include, but are not limited to: workshops, educational opportunities, professional speaking, conferences, seminars, and similar activities.

Application Process

To request support for professional development funds, an instructor must make a written request to the college manager. The request must include:

- The nature of the professional development activity
- The date(s) of the activity
- Any time off or leave that may be required for the instructor to participate in the activity
- The cost of the activity
- The way(s) in which the activity benefits the interests of the college, its students, or the community
- The way(s) in which the activity will benefit the instructor requesting support.

The college manager will review the request and respond in a timely fashion. It is recommended professional development support requests be submitted at least two months before the event takes place to ensure enough time is available for proper consideration of the application.

The final decision as to whether to support the activity will rest with the college manager as will the amount of financial support. In general, an instructor will not be eligible for more than \$1,000 of professional development support in a fiscal year.

Reasonable expenses associated with the activity may also be supported by the college and will be considered on a case-by-case basis. These may include:

- Event fees
- Professional membership fees
- Travel / hotel costs
- Vehicle allowance
- Meals or per diem

Conditions for Reimbursement

If support is granted, the instructor will be responsible for making all appropriate payments to the appropriate source(s) and only upon meeting the following conditions will the instructor be reimbursed for the pre-approved amount:

- The instructor must fully attend the activity as stated in their proposal

- The instructor must submit a one-page report of the activity stating the benefits and/or knowledge obtained during the activity and how that will support their instructional efforts.
- Original receipts, invoices or other appropriate written proof must be submitted to the college in full.

Any employee who has been pre-approved for funding may have their approval rescinded if they are found to have breached college standards or school district policies or been subject to disciplinary action prior to the commencement of the professional development activity.