A. Background and Definitions

As indicated within the Academic Employees Collective Agreement, “The College recognizes that it is in the interests of employees, students and the College that employees are given the opportunity by the College to pursue College-approved professional development (PD) activities outside the College through further academic or technical studies or in industry where such activities will enhance the ability of the employee upon return to the College to fulfill professional responsibilities.”

Such professional development leaves provide the academic staff with an alternative to their regular College duties for a maximum period of twelve months. Professional development leaves for faculty, counsellors and librarians shall be governed by College policies and the conditions of the Collective Agreement.

Academic Staff for the purposes of this Terms of Reference include faculty, counsellors and librarians as defined within the Academic Employees Collective Agreement.

B. Purpose

The purpose of this committee is to provide support for, and review of the development of professional development leave applications. The committee makes recommendations to endorse or reject applications based on the criteria established through the College policy on Professional Development Leaves - Academic, and the requirements as outlined in article 20 of the Academic Employees Collective Agreement.

C. Statements

1. The committee operates under the criteria established in the College policy on Professional Development Leaves - Academic, and the requirements as outlined in article 20 of the Academic Employees Collective Agreement.

2. Duties and Responsibilities:

   a. promote PD leave opportunities and processes to academic staff as defined above;
   b. manage the intake of applications;
   c. provide guidance and support to applicants in the development of leave applications to ensure completeness and compliance to requirements;
   d. review applications;
   e. facilitate application presentations by applicant;
COMMITTEE TITLE: Professional Development Leave - Academic

f. endorse or reject applications based on the requirements as identified in the relevant college policy;
g. provide feedback to applicants on their requests;
h. receive and review PD Leave progress and final reports;
i. review committee processes on a yearly basis;
j. make recommendations to relevant college policies as part of the College’s regular policy review cycle.

3. Membership:
   a. Associate Vice President, Academic and Learner Services (Chair)
   b. One (1) representative – Academic and Learner Services (administration)
   c. Two (2) representatives – Full time faculty, counsellors and/or librarians (as determined by the representing union executive)
   d. Senior Manager, Centre for Professional and Organizational Development (CPOD) or designate
   e. One (1) representative – Human Resources

4. Appointment and Vacancies:
   a. appointments are a two year term and confirmed annually by the respective areas;
   b. vacancies are filled by the relevant area.

5. Quorum:
   a. 50% + 1

6. Meeting Procedures
   a. decision making is by consensus
   b. PD Leave presentation meetings include the following phases:
      i. Review and discussion of application by the committee
      ii. Presentation by the applicant
      iii. Discussion/questions with the applicant
      iv. Consensus decision making by the committee
   c. other meetings as required, follow an informal discussion approach as facilitated by the Chair;
   d. agenda determined by the Chair, based on outstanding applications and other items as they arise;
   e. frequency of meetings is based on timing of applications received and deadlines as set out in the related policy. Additional meetings to discuss non-presentation topics will be added as needed;
COMMITTEE TITLE: Professional Development Leave - Academic

f. secretariat responsibilities provided by the Office of the Associate Vice President, Academic & Learner Services.

7. Reporting Requirements:
   a. reports through to the Vice President, Academic & Learner Services;
   b. makes recommendations to the President through the Vice President, Academic & Learner Services on the suitability of PD Leave applications.

D. Related Documents

Policy: NC600 Professional Development Leaves

Procedure: NC600 Professional Development Leaves – Academic

Forms: Professional Development Leaves Application