A. Background and Definitions
This practice is intended to formalize the process to be followed by a full time faculty member who plans to pursue further formal education and expects an adjustment to his/her step level.

B. Purpose
The Academic Collective Agreement sets out a Classification Plan for Academic Employees which permits employees to gain further increments (subject to specific limitations) by completing further formal education which has been approved in advance by the College.

C. Practice Statements

1. Prior to enrolling in the program of study, the employee must submit, in writing, a request for approval of further formal education for the purpose of gaining further increments as provided for in the Classification Plan. Such written requests to the appropriate immediate supervisor will include an outline of the proposed program of study and its relevance to the individual and the College.

2. Full time faculty pursuing educational credentials within Canada must be from a post-secondary institution recognized by the Canadian Information Centre for International Credentials. Non-Canadian credentials must be from an accredited, recognized post-secondary institution and the program must be deemed to be equivalent to a certificate, diploma or degree at an accredited, recognized post-secondary institution in Ontario.

Full time faculty that are pursuing non-Canadian credentials are required to provide evidence of equivalency from World Education Services (WES) along with the prior approval form.

Upon completion of their education, faculty pursuing non-Canadian credentials must provide a World Education Services (WES) www.wes.org/ca official evaluation report confirming the Canadian equivalency of the credentials.
3. Note: approval to participate in the Niagara College Further Formal Education Practice does not mean that a full time faculty member has received prior approval for Tuition Assistance. Full time Faculty wishing to request approval for tuition assistance need to review the Practice entitled “Tuition Assistance for Full-Time College Employees” under Practices located on the corporate drive. As per the practice, written prior approval is required. This process is separate from the Further Formal Education practice.

4. This procedure is also separate from individuals pursuing further academic studies under Article 20 – Professional Development Leave, Article 21 – Leave of Absence and Article 23 – Pre-Paid Leave plan and expect an adjustment to his/her step level. Approval is still required through the Niagara College Further Formal Education Practice.

5. The employee will meet with the immediate supervisor to discuss the proposal, if required, and will provide any further information as requested.

6. The immediate supervisor will forward the request to the Director, Human Resources (or designate) to determine the appropriate step progression level (if applicable as set out in the Classification Plan for Academic Employees in the Academic Collective Agreement) which permits employees to gain further increments (subject to specific limitations).

7. Once the Director, Human Resources (or designate) has determined the appropriate step progression level (if applicable) he/she will forward the request to the appropriate Vice President for consideration. The considerations which the Vice-President will take into account in making the determination will include the following:

   (a) the subjects normally taught, the nature of counselling normally provided by the employee, the nature of services normally provided by a Librarian;
   (b) the current or future planned requirements of the College;
   (c) the financial resources of the College.

8. The Vice President will convey his/her decision with respect to the further formal education request to the Director, Human Resources. Human Resources will communicate in writing to the employee with a copy to the respective immediate supervisor.

9. Only prior written approval from Human Resources, that confirms the number of salary steps that will be granted will constitute approval by the College for the purpose of gaining any increment with respect to the completion of further formal education.

10. All step adjustments qualifying under this practice will become effective the date the degree has been conferred by the granting institute.

11. Any request from full time faculty for adjustments to his/her step level after completing further formal education without prior approval will be at the sole discretion of the college.
Form Requesting Prior Approval of Further Formal Education
For The Purpose of Additional Progression Steps

Date: ____________________________________________________________

Employee Name: ________________________________________________

Name of Degree Granting Institute: _________________________________

Country: _________________________________________________________

State/Province: __________________________________________________

Program Name: ___________________________________________________

Length of Study: _________________________________________________
(i.e. 3 Year Bachelor of Arts, not the length of time it takes to complete the study)

Immediate Supervisor Name: _______________________________________

Immediate Supervisor’s Approval: _________________________________
Signature Date

Human Resources Approval: ________________________________________
Signature Date

Vice President Approval: _________________________________________
Signature Date

Please attach proof of accreditation if pursuing studies at a non-Canadian institution or; if
pursuing studies at a Canadian institute, proof that credentials are from a recognized post-
secondary institute or authorized to offer specific academic credentials.

Please include an outline of the proposed program of study and its relevance to the individual
and the College.

For Human Resources Use Only:

1. Employee’s current step level and maximum attainable step: ________________

2. Current # of years of education already granted to employee: ________________

3. Step progression level to be granted through the conferring of above degree/diploma: ______