



Faculty Professional Development Learning and Research Funds (I-07.1)

College-protected document: changes to be initiated by policy manager(s)

Policy Manager(s): associate dean of arts and faculty development; dean of arts and science

Last Reviewed and Approved: January 7, 2026, Executive Committee

Next Due for Review: January 2027

Related Policies: Faculty Qualifications, Hiring, Appointments, and Workload (I-01.2); Faculty Evaluation (I-05)

Related Forms and Documents: Form A – Faculty Pro-D Application; Form B – Reimbursement; Form C – QM Course Application

Supersedes: I-07 Faculty Professional Development

1. Purpose

This policy establishes the terms and conditions under which faculty may access faculty professional development funds to support self-directed scholarly activities as broadly defined in policy I-01.1, Addendum B, Section 3.3. Such scholarly activity may involve traditional research within or across disciplines, attendance at conferences, or pedagogical research into teaching and learning. Overall, the College supports “scholarly activities that are appropriate to the degree level, delivery mode, and program of instruction” ([Ministry of Post-Secondary Education and Future Skills 2024, *Quality Assurance and Process Criteria, Private and Out-of-Province Public Post Secondary Institutions, Standard 10 Faculty and Staff, Pg. 78*](#))

2. Scope

This policy applies to (CT) Continuing Term, (LT) Limited-Term, and to administrative faculty.

This policy does not apply to collective faculty professional development activities that are organized by the College and open to all faculty, subject to available seats.

3. Definitions

Administrative Faculty: Administrators at the dean, associate dean, or director levels who occasionally teach courses. Unless otherwise specified, administrative faculty hold sessional appointments.

Collective Faculty Professional Development: Institutionally organized events (e.g., AC Pro-D Day) for shared faculty learning.

Continuing-Term (CT) Faculty: A type of faculty appointment that is permanent, ongoing, and has no end date. Continuing faculty may be part-time or full-time.

Course Release: A temporary reassignment of part of a faculty member's normal teaching workload to approved non-instructional duties such as program development, research, service, or administrative projects. Course releases must be approved in accordance with College procedures and do not constitute a reduction in employment status (see policy I-01.1 Addendum B).

DQAB: Ministry of Post-secondary Education and Future Skills Degree Quality Assessment Board.

Faculty Member: Any individual appointed by the College to deliver instruction, support learning, and contribute to the academic mission.

Limited-Term (LT) Faculty: A type of faculty appointed that is awarded for a fixed-two-year term and is typically renewed subject to performance and institutional need.

Self-Directed Professional Development: Faculty-initiated learning activities such as attendance at conferences or workshops, discipline-based research, or research related to teaching and learning.

Sessional Faculty: A type of faculty appointment that is temporary. Sessional faculty are appointed to teach specific courses per term.

Small Grant: Professional development funding up to \$500, normally approved by the associate dean of arts and faculty development. CT and LT faculty members are eligible for funding once per academic year. Funds cannot be carried forward or accumulated.

Medium Grant: Funding up to \$2,000 normally approved jointly by the associate dean of arts and faculty development and by the dean of arts and science. CT and LT faculty are eligible for funding once every two years. Funds cannot be carried forward or accumulated. Grants are not stackable. Faculty approved for the Medium Grant are not eligible to apply for the Small Grant for two years following funding.

Large Grant: In exceptional cases, funding up to \$3,000 normally approved jointly by the associate dean of arts and faculty development and by the dean of arts and science. CT and LT faculty are eligible for funding once every three years. Funds cannot be carried forward or accumulated. Grants are not stackable. Faculty approved for the Large Grant are not eligible to apply for the Small or Medium Grants for three years following funding.

4. Principles

4.1 Commitment to Professional Growth: The College values professional development as essential to maintaining academic quality, disciplinary currency, and pedagogical innovation.

4.2 Alignment with Institutional Priorities: Professional development activities should align with instructional goals, program quality standards, and the College's mission.

4.3 Accessibility and Equity: Opportunities for funding and participation are distributed equitably across faculty categories.

4.4 Knowledge Sharing: Faculty who receive institutional professional development funding must disseminate learning outcomes to their peers.

5. Regulations

5.1 Eligibility: CT and LT faculty are eligible for all professional development funding tiers. Where administrative faculty apply for professional development funding, approval is moved to a higher office.

5.2 Funding Guidelines: Eligible expenses include registration fees, travel, materials, and course fees directly related to teaching or research enhancement. Professional development funds are non-transferable between years and distributed on a first-come, first-served basis. Funds may be used for one or more professional development pursuits, but funds cannot be carried forward into subsequent funding periods.

5.3 Application Process: Faculty must submit Form A with supporting documentation at least three weeks before the activity. All applications require Department Head endorsement and must be submitted to the Associate Dean of Arts and Faculty Development for approval.

5.4 Reporting on Funded Activities: Funded faculty must submit a short post-activity report and deliver a workshop or presentation within the academic year.

5.5 Course Coverage: Except where course release is granted by the College (see policy I-01.1), faculty are responsible for arranging alternate instruction or asynchronous learning materials during professional development absences.

5.6 Faculty are not granted service hours for attending self-directed professional development activities.

6. Responsibilities / Procedures

6.1 Faculty Members: Identify relevant professional development opportunities, submit applications, and share outcomes.

6.2 Department Heads: Review and endorse professional development applications; ensure instructional coverage.

6.3 Associate Dean: Administers funding approvals, monitors compliance, and evaluates impact.

6.4 Deans' Office: Oversees medium- and large-grant approvals and ensures alignment with institutional priorities.

6.5 Deans' Office/Finance: Processes reimbursements and maintains funding records.