



Olds College Mission Statement

Our mission is to create an environment for learning, inquiry, partnership and communication that supports our students, our employees and our communities in the service of society.

FACULTY PROFESSIONAL DEVELOPMENT POLICY

July 1, 2015

Olds College Faculty Association Mission Statement

Olds College Faculty Association is empowered to act as a professional association on behalf of its membership. Recognizing its professional responsibility, the Association is committed to active involvement in the organizational behaviour and development of Olds College.



This Faculty Professional Development Policy
made and entered into
July 1, 2015
between
The Olds College Board of Governors
and
The Olds College Faculty Association.

THE BOARD OF GOVERNORS OF OLDS COLLEGE

SIGNED:



Jason Dewling, Vice-President, Academic and Research

THE OLDS COLLEGE FACULTY ASSOCIATION

SIGNED:



Chair, Negotiations Committee

OLDS COLLEGE FACULTY PROFESSIONAL DEVELOPMENT POLICY

INDEX

	Page
1.0 Objectives	1
2.0 Faculty Professional Development Budget	1
3.0 Purposes of Faculty Professional Development	1
4.0 Categories of Faculty Professional Development	2
5.0 Eligibility	3
6.0 Reporting of Professional Development Activities	3
7.0 Faculty Professional Development Committee General Guidelines	4
8.0 Procedures for Short Term Faculty Professional Development Activity	6
9.0 Procedures for Long Term Leave	7
10.0 Procedures for Extended Program of Study	11
11.0 Procedures for Industrial Attachment/ Secondment	13
12.0 Appeals	16
 APPENDIX A	
Application for Long Term, Extended Program of Study or Industrial Attachment / Secondment	A1
Criteria for Assessment of Long Term, Extended Program of Study or Industrial Attachment / Secondment Leave Applications	A2
 APPENDIX B	
Return Service Agreement	B1

1.0 Objectives

As per Article 28 of the Collective Agreement, Olds College and the Olds College Faculty Association (OCFA) jointly recognize the need and obligation to continually develop and improve Faculty professional skills and knowledge. Professional development is undertaken to pursue the scholarship of teaching and learning to maintain pedagogical, discipline/technical currency, and increase the leadership capacity of faculty in service to learners, colleagues and Olds College.

The Faculty Professional Development Committee will administer the professional development budget to support the accomplishment of these objectives.

2.0 Faculty Professional Development Budget

The annual budget of the Faculty Professional Development Committee will be no less than 3% of the total budgeted salary for Permanent Full-time, Permanent Part-time, and Temporary Full-time Faculty employed during that budget year.

The Faculty Professional Development Budget is funded by the annual interest earnings from the Faculty Development Endowment, minus the amount reinvested in the Endowment, and where the interest earnings do not equal the required budget, an allocation from the College operating budget.

Business Services prepare an annual report for the PD Committee summarizing the budgeted total salaries for Permanent Full-time, Permanent Part-time, Temporary Full-time as of the beginning of the fiscal year. This report will be submitted to the PD Committee by the first meeting of the Academic Year.

3.0 Purposes of Faculty Professional Development

It is recognized that Faculty Professional Development can serve a number of purposes, depending upon individual and college needs. In general, the purposes for Faculty Professional Development will fall into three major categories: pedagogical, technical/discipline, and leadership.

3.1 Professional Development in Pedagogy

Olds College Faculty pursues scholarly learner-centered pedagogy. This is defined as the conscious creation of environments designed to foster learning through a focus on self-directed learning autonomy, social engagement, and cognitive processing, based on principles of teaching and learning developed through theoretical and empirical research.

3.2 Technical/Discipline Specific Professional Development

Faculty undertakes technical/ discipline specific professional development to improve competency with the content related to their instructional responsibility, and/or to meet needs identified by the college.

3.3 Leadership Development

Faculty undertake leadership specific Professional Development to build and maintain effective relationships.

4.0 Categories of Faculty Professional Development

4.1 Short Term Faculty Professional Development Activity - (See Section 8.0 for details).

Short Term Faculty Professional Development Activities include any individual or group development activity of less than seven (7) weeks duration.

4.2 Long Term Leave – (See Section 9.0 for details)

Long Term Leave is any full-time or part-time development activity which requires Faculty Members to be away from campus for more than seven (7) weeks but not more than one (1) year. The activity usually leads to completion of a certificate, diploma, degree or other credential. The Professional Development budget will cover the lesser of the replacement costs of the applicant's normal duties or the maximum eligible salary payable to the applicant. Olds College will bear the greater cost.

4.3 Extended Program of Study - (See Section 10.0 for details)

The Extended Program of Study is a development activity which supports an individual who wishes to work toward completion of a certificate, diploma, degree or other qualification (generally while on the job) over an extended period of time not exceeding five (5) years. This Extended Program of Study may or may not include a leave of absence.

4.4 Industrial Attachment/Secondment - (See Section 11.0 for details)

Industrial Attachment/Secondment is a development activity of greater than seven (7) weeks duration that allows faculty to gain training and experience with an education or research institution or with an industry partner related to their current or future role at Olds College.

4.5 Other Activities

Innovative, non-traditional and group development activities that do not fit into any of the categories described above will be considered by the Committee.

5.0 Eligibility

5.1 Table of Eligibility

Academic Staff	Short Term Leave	Long Term Leave	Extended Program of Study	Industrial Attachment/Secondment
Permanent Full-time (PFT)	yes	yes	yes	Yes
Permanent Part-time (PPT)	yes	yes	yes	Yes
Probationary PFT/ PPT	yes	no	no	No
Temporary Full-time (TFT)	yes	no	no	No
Casual Contract employees	no	no	no	No

5.2 Definitions

- (a) Permanent Full-time Members are employed on a continuous, full-time basis and assigned a full workload as outlined in Article 8 of the Collective Agreement.
- (b) Permanent Part-time Members are employed on a continuous basis to fulfill either a partial workload over a full year or a full workload over less than one year with the agreement of the Member and the Association.
- (c) Temporary Full-time Members are employed on a non-continuous basis.
- (d) Casual Contract employees: are persons contracted on a short term basis to carry out academic duties and responsibilities where the assignment is not consistent with the provisions of Collective Agreement Articles 7.01, 7.02, and 7.03.

5.3 Eligible annual salary will be prorated based on workload for Permanent Part-time Faculty Members granted Long Term Leave or Industrial Attachment/Secondment.

6.0 Reporting of Professional Development Activities

- 6.1 Approved professional development activities will be published monthly from the Olds College Faculty Association Office and shared with Faculty Members as well as the Academic Leadership Team.
- 6.2 Within six (6) months of the PD Activity, Faculty Members are required to report how learnings have been implemented. Failure to do so within six (6) months will prohibit the Member from accessing future PD funds until the report is submitted.
- 6.3 Upon return, all participants who have been granted a Long Term Leave, Extended Program of Study or an Industrial Attachment/Secondment will be required to present to relevant Faculty a minimum thirty-minute summary of their development activity. The Member will be required to submit a concise report to the Faculty Professional Development Committee. Failure to do so within six (6) months will prohibit the Member from accessing future PD funds until the report is submitted.

7.0 Faculty Professional Development Committee General Guidelines

7.1 Membership

The Committee shall be comprised of six (6) Members as follows:

- (a) Faculty Members (four voting Members and two alternates)
There shall be four (4) voting Members, each serving a two-year term. One of the four (4) voting Members will be the OCFA Vice-President of Communication. These Members will be elected by OCFA to serve on this Committee and to represent the major jurisdictions (e.g. Schools) within the college, where possible.
- (b) OCFA will also elect two (2) alternates, who may attend all meetings but will only vote in the absence of elected voting members.
- (c) The Vice President, Academic and Research shall serve as the Chair of the Committee, and shall vote only in the case of a tie. In the absence of the Vice President, Academic and Research, he/she shall designate an alternate to act in his/her absence.
- (d) The OCFA Executive Assistant will attend the meetings as a non-voting member and will provide all clerical support.
- (e) The OCFA Executive Assistant will book meetings in consultation with the Chair.
- (f) Five (5) voting committee members, including the Chair, are required for quorum.

7.2 Terms of Reference

The Faculty Professional Development Committee is responsible to Olds College Faculty Association and its Members. Except in the case of a successful appeal, the majority decision of the committee will prevail.

The Faculty Professional Development Committee shall:

- (a) Orient new Committee members by reviewing policy, budget, and procedures. Orientation will occur prior to the first formal meeting of the new academic year and include both voting and alternate committee members.
- (b) Review the Faculty Development Policy in any year the Collective Agreement is opened for negotiations.
- (c) Review the annual budget for compliance with procedures outlined in the Professional Development Policy and the Collective Agreement.

- (d) Receive and determine the disposition of applications within the guidelines set forth in the Faculty Professional Development Policy. Evaluate funding requests according to established criteria and relative to funding available in relevant budget categories (i.e. Short Term, Extended Program of Study, Long Term, and Industrial Attachment/Secondment).
- (e) Maintain appropriate records in keeping with College FOIPP Guidelines and report to the Olds College Faculty Association and the Academic Leadership Team on a monthly basis.
- (f) Prepare an annual report and expenditure summary to the Vice President, Academic and Research by October 1 of the next fiscal year. The Vice President, Academic and Research will present the report to the Board of Governors.
- (g) Prepare an annual report summarizing Faculty Professional Development activities and recommendations for future operation to the Association's Annual General Meeting.

7.3 Committee Process

- (a) Annual budgets will be identified during a June meeting of each year or when the Collective Agreement is settled in a year where there may be negotiations. During preparation of the budget, the Committee will determine the percentage to be used for each category of activity as outlined below:
 - A maximum of ten percent (10%) of the total budget may be directed by the Vice President, Academic and Research. Any unallocated funds will be returned to the aggregate by March 31 of each year to be used for Short Term development activities. These funds are not to be used for technology normally supplied by Olds College.
 - A maximum of 10% of the total budget may be directed towards administrative fees charged by the Olds College Faculty Association to the Faculty Professional Development Budget.
 - A minimum of 60% of the annual budget remaining shall be allocated to Short Term Development; no more than 40% of the annual budget remaining shall be committed for Long Term Leave or Extended Program of Study for subsequent years.
- (b) The Committee will meet bi-weekly throughout the academic year, or as determined by the committee. Meeting schedules for the entire year will be published prior to September 30 of each year.
- (c) All applications for Faculty Professional Development activities will be reviewed by the Committee unless they are withdrawn by the applicant. The OCFA Executive Assistant will notify each candidate, in writing, regarding the status of his or her application.

- (d) Claims exceeding pre-authorized funding by less than 15% may be authorized by the Vice President, Academic and Research. Claims exceeding pre-authorized funding by more than 15% must be presented to the Faculty Professional Development Committee for approval.

8.0 Procedures for Short Term Faculty Professional Development Activity

8.1 General Guidelines

- (a) Short Term Faculty Professional Development Activities include any individual or group development activity of less than seven (7) weeks duration.
- (b) Eligibility will be in accordance with the Table of Eligibility as provided in Article 5.1.
- (c) Generally, the granting of the activity will be based on the following factors:
 - Consistency with the Faculty Member’s professional development plan.
 - Previous utilization of Faculty Professional Development Budget.
 - Anticipated development outcomes directly related to pedagogy, discipline/technical, or leadership.
 - Ability of the School, within which the applicant works, to accommodate the requested activity.
- (d) Applications received by the Committee will be evaluated against criteria and budget available. Applicants will be advised in writing, about the status of their request, within three (3) days following the Committee review.
- (e) Faculty Members may be required to use vacation days for professional development events of more than ten (10) consecutive working days.

8.2 Application Process

- (a) All applications for Short Term Faculty Professional Development Activities must be submitted on the “Professional Development Application form.”

All applications require:

- Dean signature
- Supporting rationale
- Detailed breakdown of funding request

All applications meeting the above criteria must be forwarded to the Committee for review unless they are withdrawn by the applicant.

- (b) The original copy of the application, with comprehensive supporting documentation/literature attached, must be provided to the OCFA Executive Assistant prior to a scheduled meeting date.
- (c) Applications submitted after the professional development event has occurred will not be considered.
- (d) The member will be reimbursed for travel expenses up to the value of the most economical mode of transportation.
- (e) All applicants who have been granted Short Term Faculty Professional Development funding, must submit to Business Services a completed “Professional Development Application” form, with original receipts, for reimbursement of expenses.
- (f) An applicant requesting more than \$2,500 will be required to make a presentation to the Faculty Professional Development Committee to discuss the specifics of the application.

8.3 Expense Claims

Expense claims related to Short-term activities must be submitted to Business Services within thirty (30) days of the completion of the activity. Late expense claims will be reduced by 10% for every 30 calendar days beyond this deadline.

9.0 Procedures for Long Term Leave

9.1 General Guidelines

- (a) Long Term Leave is any full-time or part-time development activity which requires the Faculty Member to be away from campus for more than seven (7) weeks but not more than one (1) year. The activity usually leads to completion of a certificate, diploma, degree or other credential. The Faculty Professional Development Budget will cover the lessor of the replacement costs of the applicant’s normal duties or the maximum eligible salary payable to the applicant. Olds College will bear the greater cost.
- (b) Both Long Term and Extended Program of Study are supported through one budget line in the Faculty Professional Development Budget. In recognition of this, eligible Members are strongly encouraged to seek opportunities that fall in the Extended Program of Study category, in order to make it possible for more individuals to access professional development funding from this budget. The Committee will review all Long Term and Extended Program of Study applications collectively after the application deadline and each applicant will have the opportunity to present his/her proposed activity.

- (c) Eligibility will be in accordance with the Table of Eligibility as provided in Article 5.1.
- (d) Generally, the granting of the Long Term Leave will be based on the following factors:
 - Specific relevance to Olds College, the Comprehensive Institutional Plan and/or departmental goals or initiatives.
 - Anticipated outcomes directly related to pedagogy, discipline/technical, and/or leadership.
 - Consistency with the academic staff member’s professional development plan.
 - Required retraining for new role(s).
 - Aligned with a transfer agreement.
 - Ability of the school within which the applicant works to accommodate such an activity.
 - Duration of the activity requested.
 - Total funds available for these activities.
 - Time elapsed since the applicant was last granted either Long Term Leave, Extended Program of Study Leave, and Industrial Attachment/Secondment.
- (e) While on leave, vacations including statutory holidays will be earned at the normal rate. Vacation days earned while on leave are required to be used during the leave period.
- (f) Vacation days accumulated prior to the leave shall be scheduled before, during or after the leave period as determined by mutual agreement with the applicant’s immediate supervisor.

9.2 Level of Support

Successful applicants will receive a prorated salary calculated on the years of service at the college:

Years of Service	Maximum Cumulative Eligibility (Annual Salary)
2	20%
3	31%
4	43%
5	55%
6	67.5%
7 years of more	80%

- (a) Occasionally, Long Term Leave support may be supplemented by payment from other sources related to the leave activity and paid during the agreed upon leave period. In such cases, the total amount of support shall not exceed the applicant's regular salary. Regular salary includes benefits but not stipends or other forms of compensation. Any excess over and above the applicant's regular salary shall be paid back to Olds College. Olds College will allocate the monies to the Faculty Professional Development Budget.
- (b) Occasionally, applicants apply to "back into" the Long Term Leave category, having had one or more courses funded out of the Short Term category. Prior approval in other categories will not be considered as an advantage in application for Long Term Leave. In cases where these applications are approved, previous short term funding will be considered part of the maximum allowable support in the category.

9.3 Application Process

- (a) October 15 is the annual deadline for all applications for Long Term Leave. The committee will review all applications and decisions will be rendered no later than November 15.
- (b) All applications for Long Term Leave must be submitted on the form "Application for Long Term, Extended Program of Study, or Industrial Attachment/Secondment Leave" (see Appendix A: Part 1). All applications require the signature of the Dean or designate as well as the applicant's rationale regarding factors listed below:
 - Consistency with the Faculty Member's professional development plan.
 - Previous utilization of Faculty Professional Development funding.
 - Anticipated development outcomes directly related to pedagogy, discipline/technical, or leadership.
 - Ability of the School, within which the applicant works, to accommodate the requested activity.
- (c) Upon receipt of applications for Long Term Leave, the Faculty Professional Development Committee will schedule interviews. During the interview, applicants will be required to defend their application relative to the needs of the college, the Comprehensive Institutional Plan and/or departmental goals or initiatives.
- (d) Applications will be reviewed and assessments recorded on the form "Criteria for Assessment of Long Term, Extended Program of Study, and/or Industrial Attachment/Secondment Leave Applications" (see Appendix A: Part 2). Successful applications will be assigned a priority rating, and in the event of an approved candidate refusing Long Term Leave, the remaining applications will be reassessed, and the alternate candidate notified. No carry-over of priorities will occur from year to year but applicants may reapply.

- (e) All applicants will be notified, in writing, of the Committee's decision within five (5) days following the presentation. Within two (2) weeks of notification, successful candidates must advise the Chair of the Faculty Professional Development Committee of their intent to pursue the Long Term Leave as outlined, and under the approved terms and conditions.

9.4 Benefits, Increments and Seniority Earned While on Leave

- (a) Member benefits associated with permanent employment shall continue while on leave unless specific, alternate arrangements are made by the applicant, who may choose to prorate downward if the carrier/plan permits. In some cases, carrier restrictions may apply and it is the responsibility of the individual to verify with the Human Resources Department specific eligibility or ineligibility.
- (b) Faculty Members on Long Term Leave will earn the increment to which they would be entitled if they were in full-time, continuous attendance on campus.
- (c) Upon completion of the Long Term Leave, the Faculty Member shall be re-engaged in their former appointment if available, and if not available, a comparable appointment without loss of seniority.
- (d) Successful completion of an approved leave shall constitute service time for purposes of seniority.

9.5 Eligibility for Re-application

Under normal circumstances, a period of five (5) times the length of the approved Long Term Leave must elapse before an applicant will be considered for another leave.

9.6 Return Service Commitment

- (a) Faculty Members granted Long Term Leave will sign a Return Service Agreement with the college. (see Appendix B) The expected Return Service commitment will, unless otherwise specified, represent twice the Long Term Leave period, excluding vacation time; (e.g. a person granted a twelve (12) months Long Term Leave will be expected to work at the college for a period of twenty-four (24) months following their return).
- (b) A Faculty Member who fails to comply with the requirements outlined in the Return Service Agreement shall be obligated to repay Olds College, for the full amount equivalent to the leave salary for the period of the unfulfilled service commitment. Olds College will allocate the monies to the Faculty Professional Development Budget. The amount directed from the Endowment to the budget at the fiscal year-end will be reduced by the amount of all realized unfulfilled Service Commitment refunds. The College will undertake prudent steps to collect such amounts but is not liable to any party in the advent of non-payment.

- (c) A Faculty Member on Long Term Leave who finds it impossible to continue the Long Term Leave may, upon request to the Chair of the Faculty Professional Development Committee, discontinue the Long Term Leave. The Return Service obligation will be recalculated to reflect the actual Long Term Leave time taken. The Faculty Member shall then return to regular duty at a date agreed upon by both parties.
- (d) Faculty Members who discontinue and/or do not meet required outcomes of an approved Long Term Leave without cause shall be responsible as per the Return Service Commitment clause and will be apportioned all costs incurred.

10.0 Procedures for Extended Program of Study

10.1 General Guidelines

- (a) The Extended Program of Study is a development activity which supports an individual who wishes to work toward completion of a certificate, diploma, degree or other qualification (generally while on the job) over an extended period of time not exceeding five (5) years. This Extended Program of Study may or may not include a leave of absence.
- (b) Both Long Term and Extended Program of Study are supported through one budget line in the Faculty Professional Development Budget. In recognition of this, eligible Members are strongly encouraged to seek opportunities that fall in the Extended Program of Study category, in order to make it possible for more individuals to access professional development funding from this budget. The Committee will review all Long Term and Extended Program of Study applications collectively after the application deadline and each applicant will have the opportunity to defend his proposed activity.
- (c) Eligibility will be in accordance with the Table of Eligibility as provided in Article 5.1.
- (d) Generally the granting of an Extended Program of Study will be based on the factors referred to in Article 9.1 (d) of this policy.
- (e) In cases where a leave of absence is required, vacations including statutory holidays will be earned at the normal rate. Vacation days earned during a leave of absence are required to be used during the leave period.
- (f) In cases where a leave of absence is required, vacation days accumulated prior to the leave shall be scheduled before, during or after the leave period as determined by mutual agreement with the applicant's Dean.

10.2 Level of Support

The Faculty Development Committee may earmark up to \$25,000 for each application approved. This would be used to cover the cost of tuition and books and

a leave of absence if required. In the event that a leave of absence is required, benefits, increments, and seniority earned while on leave would be negotiated.

Negotiation of release time is the responsibility of the individual and his Dean. It is strongly recommended that this take place as part of the planning process and prior to application.

10.3 Application Process

- (a) The Committee recognizes the diversity of applications that may be received and believes that flexibility needs to be maintained. October 15 is the annual deadline for applications for Extended Programs of Study. The committee will review all applications and decisions will be rendered no later than November 15.
- (b) All applications for Extended Program of Study must be submitted on the form "Application for Long Term, Extended Program of Study, or Industrial Attachment/Secondment Leave" (see Appendix A: Part 1). All applications require the signature of the Dean or designate as well as the applicant's rationale in relation to criteria listed below:
 - Consistency with the Faculty Member's professional development plan.
 - Previous utilization of Faculty Professional Development funding.
 - Anticipated development outcomes directly related to pedagogy, discipline/technical, or leadership.
 - Ability of the School, within which the applicant works, to accommodate the requested activity.
- (c) Upon receipt of applications for Extended Program of Study, the Faculty Professional Development Committee will schedule interviews. During the interview, applicants will be required to defend their application relative to the needs of the college, the Comprehensive Institutional Plan and/or departmental goals or initiatives.
- (d) Applicants will be advised in writing, about the status of their request within five (5) days following the Committee review.
- (e) Within two (2) weeks of notification, successful applicants shall notify the Chair of the Faculty Professional Development Committee of their intention to pursue the Extended Program of Study as outlined, and under the terms and conditions set out by the Committee.

10.4 Return Service Commitment

- (a) Faculty Members granted an Extended Program of Study will sign a Return Service Agreement with the college. The expected Return Service commitment will, unless otherwise specified, be one year, excluding vacation time.
- (b) A Faculty Member who fails to comply with the requirements outlined in the Return Service Agreement shall be obligated to repay Olds College, for the full amount equivalent to the leave salary for the period of the unfulfilled service commitment. Olds College will allocate the monies to the Faculty Professional Development Budget. The amount directed from the Endowment to the budget at the fiscal year-end will be reduced by the amount of all realized unfulfilled Service Commitment refunds. The College will undertake prudent steps to collect such amounts but is not liable to any party in the advent of non-payment.
- (c) A Faculty Member on an Extended Program of Study who finds it impossible to continue the Extended Program of Study may, upon request to the Chair of the Faculty Professional Development Committee, discontinue the Extended Program of Study. The Return Service obligation will be recalculated to reflect the actual Extended Program of Study time taken. The Faculty Member shall then return to regular duty at a date agreed upon by both parties.
- (d) Faculty Members who discontinue and/or do not meet required outcomes of an approved Extended Program of Study without cause shall be responsible as per the Return Service Commitment clause and will be apportioned all costs incurred.

10.5 Eligibility for Re-application

There will be a three (3) year waiting period before a previously supported applicant may re-apply for another Extended Program of Study Leave. This time period is calculated based on the completion date of the previous extended program.

11.0 Procedures for Industrial Attachment/Secondment

11.1 General Guidelines

- (a) Industrial Attachment/Secondment is a development activity of greater than seven (7) weeks duration that allows faculty to gain training and experience with an education or research institution or with an industry partner related to their current or future role at Olds College.
- (b) Eligibility will be in accordance with the Table of Eligibility as provided in Article 5.1.
- (c) Generally, the granting of an Industrial Attachment/Secondment will be based on the factors referred to in Article 9.1 (d) of this policy.

- (d) Industrial Attachments/Secondments would normally be aligned with academic terms (September/December, January/April or May/August) for periods not exceeding four (4) months. Other periods are possible but must be specifically pre-approved by the Dean to ensure that instructional responsibilities can be accommodated.
- (e) While on an Industrial Attachment/Secondment, vacations including statutory holidays will be earned at the normal rate. Vacation days earned while on leave are assumed used during the leave period.
- (f) Vacation days accumulated prior to the leave shall be scheduled before, during or after the leave period as determined by mutual agreement with the applicant's immediate supervisor.

11.2 Level of Support

- (a) Successful applicants will receive a prorated salary calculated on the years of service at the college:

Years of Service	Maximum Cumulative Eligibility (Annual Salary)
2	20%
3	31%
4	43%
5	55%
6	67.5%
7 years of more	80%

- (b) Occasionally, Industrial Attachment/Secondment support may be supplemented by payment from other sources related to the leave activity and paid during the agreed upon leave period. In such cases, the total amount of support shall not exceed the applicant's regular salary. Regular salary includes benefits but not stipends or other forms of compensation. After covering any extraordinary expenses associated with the leave, any excess over and above the applicant's regular salary shall be paid back to Olds College. Olds College will allocate the funds to the Faculty Professional Development Budget.
- (c) All benefits associated with permanent employment shall continue while on an Industrial Attachment/Secondment unless specific, alternate arrangements are made by the applicant. Note however, that if a Faculty Member leaves Alberta or leaves Canada for purposes of an Industrial Attachment/Secondment, he or she will be responsible for all arrangements for additional coverage and costs of (hospitalization, medical care, etc.) that may be required to ensure adequate coverage in the province or country in which he or she will reside. In some cases, carrier restrictions may apply and it is the responsibility of the individual to verify with the Human Resources Department specific eligibility or ineligibility.

11.3 Application Process

- (a) Applicants are requested to submit a “Letter of Intent” to the Faculty Professional Development Committee prior to undertaking negotiations for a Industrial Attachment/Secondment. Priority will be given to “Letters of Intent” submitted on or before May 31. The letter should include the Dean’s comments as well as a statement from the applicant’s Dean regarding the ability of the department to accommodate the Industrial Attachment/Secondment. Upon receipt of the “Letter of Intent”, the Committee will schedule an interview. During the interview, applicants will be required to present his/her application relative to the needs of the college, the Comprehensive Institutional Plan and/or departmental goals or initiatives.
- (b) All formal applications for Industrial Attachment/Secondment Leave shall be submitted on the “Application for Long Term, Extended Program of Study or Industrial Attachment/Secondment Leave” form (see Appendix A: Part 1), and forwarded to the Chair of the Faculty Professional Development Committee. The negotiations for the leave are to be well enough in advance so that an Industrial Attachment/Secondment appears probable. For the Industrial Attachment/Secondment to be considered, verification of acceptance at an institution, or letters from prospective employers supporting planned activities must accompany the formal application.
- (c) Formal applications will be reviewed and assessments recorded on the form “Criteria for Assessment of Long Term, Extended Program of Study, or Industrial Attachment/Secondment Leave Applications” (see Appendix A: Part 2).
- (d) There are no annual deadlines established for receipt of formal applications for Industrial Attachment/Secondment. However, a minimum of ninety (90) days ahead of the intended start date for the leave is normally required.
- (e) All applicants will be notified, in writing, of the Committee’s recommendation within five (5) days following review of the formal application. Within two (2) weeks of notification, successful candidates must advise the Chair of the Faculty Professional Development Committee of their intention to pursue the leave as outlined, and under the terms and conditions approved by the Board.

11.4 Participant’s Accountability

Participants who have received payment from other sources related to the leave activity will be required to provide an account of resources received and monies expended to the Faculty Professional Development Committee.

11.5 Return Service Commitment

- (a) Faculty Members granted an Industrial Attachment/ Secondment will sign a Return Service Agreement with the college. The expected Return Service commitment will, unless otherwise specified, represent twice the Industrial Attachment/Secondment period, excluding vacation time.
- (b) A Faculty Member who fails to comply with the requirements outlined in the Return Service Agreement shall be obligated to repay Olds College, for the full amount equivalent to the leave salary for the period of the unfulfilled service commitment. Olds College will allocate the monies to the Faculty Professional Development Budget. The amount directed from the Endowment to the budget at the fiscal year-end will be reduced by the amount of all realized unfulfilled Service Commitment refunds. The College will undertake prudent steps to collect such amounts but is not liable to any party in the advent of non-payment.
- (c) Any individual on an Industrial Attachment/Secondment who finds it impossible to continue the Industrial Attachment/Secondment may, upon request to the Chair of the Faculty Professional Development Committee, discontinue the Industrial Attachment/Secondment. The Return Service obligation will be recalculated to reflect the actual leave time taken. The Faculty Member shall then return to regular duty at a date agreed upon by both parties.
- (d) Faculty Members who discontinue and/or do not meet required outcomes of an approved leave without cause shall be responsible as per the Return Service Commitment clause and will be apportioned all costs incurred.

11.6 Eligibility for Re-application

- (a) A period of five (5) times the length of the approved leave must elapse before an application will be received for another Industrial Attachment/Secondment.

12.0 Appeals

- 12.1 Any decision of the Faculty Professional Development Committee may be appealed to the Faculty Association Executive by forwarding a written statement outlining the grounds for appeal, within two (2) weeks of the receipt of the original decision. The Faculty Association Executive will hear an appeal with representation from the appellant and the Faculty Professional Development Committee within two (2) weeks of receiving the appeal letter. The Faculty Association Executive will render the final decision. The appellant and the Faculty Professional Development Committee will be notified of the decision within three (3) days of the Faculty Association Executive having reviewed the recommendation.

12.2 Any Faculty Member not satisfied with the disposition of the above appeal has the right to a further appeal. The second appeal shall be submitted to the Professional Practices Committee, in writing, within seven (7) days of receiving notification on the initial appeal. The decision of the Professional Practices Committee will be final and will be conveyed to the appellant and the Chair of the Faculty Professional Development Committee within three (3) days of the second appeal hearing.

APPLICATION FOR LONG TERM, EXTENDED PROGRAM OF STUDY OR INDUSTRIAL ATTACHMENT/SECONDMENT LEAVE

(only typed or block letters will be accepted)

Applicant

Name: _____ Department: _____

Position: _____ Supervisor: _____

Length of Service: Years ____ Months ____ Commenced Employment (date): _____

Description of Leave/ Extended Program of Study

Type: Long Term Extended Program of Study Industrial Attachment/Secondment

Duration: Months _____ Inclusive Dates: _____ to _____

Faculty Development Funding Request (Canadian Funds) : \$ _____

Other Funding Source(s) / Amount(s): _____

Leave Location(s): _____

Brief Description of Proposed Leave Activities:

Date Submitted: _____ Signature: _____

Applicants for Long Term, Extended Program of Study or Industrial Attachment/Secondment Leave Funding must supply the following supporting documents with the application:

1. A concise summary outlining the specific relevance and proposed benefit of the leave to both the applicant and the College.
2. A detailed description of proposed activities (including specific courses, programs, research, work assignments, exchange plans, supervisors, dates, locations).
3. Verification of acceptance at an institution, agency or worksite and/or letters supporting planned activities.
4. Summary of previous five (5) years of faculty development activities (including dates, titles, locations, duration, and financial support).
5. Letter from the Dean regarding the member's application (including proposed benefits relative to applicant, the applicant's primary duties and responsibilities, department and College needs, as well as a statement regarding the ability of the department to accommodate the leave).
6. Clear demonstration of relevance to the Comprehensive Institutional Plan and / or departmental goals or initiatives.

**CRITERIA FOR ASSESSMENT OF LONG TERM, EXTENDED
PROGRAM OF STUDY OR INDUSTRIAL
ATTACHMENT/SECONDMENT LEAVE APPLICATIONS**

(only typed or block letters will be accepted)

Interview Date: _____

NAME: _____ DEPARTMENT: _____

Date Application Received: _____ Duration of Requested Leave: _____ (months)

Dates of Last Long Term, Extended Program of Study or
Industrial Attachment/Secondment Leave: From _____ to _____

Duration of Last Long Term, Extended Program of Study or
Industrial Attachment/Secondment Leave: _____ (months)

SUPPORTING DOCUMENTATION RECEIVED

1. Proposed benefit statement
2. Detailed description of proposed activities
3. Letter of acceptance or support for planned activities
4. Summary of previous faculty development activities
5. Letter from the Dean, regarding the Member's application.
6. Clear demonstration of relevance to the Comprehensive Institutional Plan, and/or departmental goals or initiatives.

EVALUATION CRITERIA

1. Direct college benefit (Instructional, departmental, college) _____
2. Indirect college benefit _____
3. Preparedness to benefit (includes timeliness of activity) _____
4. Documentation _____
5. Department priority _____
6. Interview evaluation _____

OTHER CONSIDERATIONS:

ACTION TAKEN: _____ **DATE:** _____

RETURN SERVICE AGREEMENT

_____ is hereby granted _____
(name) (type of leave)

LONG-TERM LEAVE

- 1) Commencing on _____ and ending _____ with a guaranteed _____ % of an annual salary of \$_____ (\$_____ per month)
- 2) Salary plus benefits for the period will require a contribution from the Faculty Professional Development Budget of \$_____
- 3) A Return Service commitment of two (2) times the length of leave taken, excluding vacation time, is required. The Faculty Member shall return to service at Olds College on _____
The duration of guaranteed Return Service is _____

EXTENDED PROGRAM OF STUDY

- 1) Commencing on _____ and ending _____
- 2) The level of support earmarked for tuition and books is _____
- 3) A Return Service commitment of one (1) year, excluding vacation time, is required. The Faculty Member shall return to service at Olds College on _____

INDUSTRIAL ATTACHMENT / SECONDMENT

- 1) Commencing on _____ and ending _____ with a guaranteed _____ % of an annual salary of \$_____ (\$_____ per month).
- 2) Salary plus benefits for the period will require a contribution from the Faculty Professional Development Budget of \$_____.
- 3) A Return Service commitment of two (2) times the length of the leave, excluding vacation time, is required. The Faculty Member shall return to service at Olds College on _____.
The duration of guaranteed return service is _____.

Failure to Return to Service will result in repayment from the Faculty Member to the College all monies paid by the College in support of the leave, including benefits. Partial fulfillment of a Return Service Commitment will result in a direct *pro rata* repayment. Repayment shall be made immediately upon termination of employment.

I, _____, agree to the terms and conditions stated above.

Signature

Witness

Vice President, Academic & Research

Date