

COMMON FACULTY PROFESSIONAL DEVELOPMENT FUND

July 6, 2005

1. PURPOSE

1.1 The Common Faculty Professional Development Fund is in support of various types of professional development activities. Such professional development is for the maintenance and development of the faculty members' professional competence and effectiveness. The purpose is to assist faculty to remain current and active in their discipline and program. The fund is not meant to replace any existing development or educational funds.

2. PROCESS

2.1 The local parties will mutually agree on a process and criteria for the review and adjudication of employee applications to the fund. The process will include the recommendation of adjudicated applications to the applicable senior administrator. The senior administrator is responsible for the final approval of applications.

3. LETTER OF UNDERSTANDING ADDITIONS

3.1 Committee: A committee of 4 (2 faculty and 2 administrators) will meet to set out the process and criteria for the review and adjudication of employee applications to the fund.

3.2 Adjudication: Applications will be made to the applicable senior administrator or designate who will approve applications for funding based on the process and criteria established by the joint committee.

3.3 Criteria: To be established by the committee. Examples of activities could include the following:

- Tuition for degree completion
- Industry based or specialty training
- Approved replacement costs for specific training
- Leave from teaching for Research and/or Scholarship