



Policy Number:	59
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Approved By:	VP of Operations
Upcoming Review:	September 2028

Opportunities and Support for Professional Development and Improvement Policy

Purpose

The intent of this policy is to provide encouragement and financial assistance to faculty and staff members wishing to undertake educational programs

Scope

This policy applies to regular full- and part-time faculty and staff members with an expected appointment duration of two years or more.

Policy

ACATCM recognizes the needs and desires of employees to pursue excellence through differentiated professional development. ACATCM will offer flexible professional development opportunities to support individual growth. Professional development is important for continual growth as an instructor as well as a professional in their acquired field and success in the workplace.

1. Annually, through the budget process, the College will identify the amount of money to be allocated to the professional development fund. The amount may be adjusted from year to year based on available resources and College and department plans.
2. The applications procedures and forms for professional development assistance are established, maintained and, from time to time, modified by Human Resources.
3. Applications for professional development that assist in the achievement of objectives that support the College strategic plan, the Academic plan and Student success or required designations will be given highest priority.
4. Applications for courses that support an employee's development plan within their current role or into a role to which they aspire and have been encouraged to consider at the College will be more favourably considered than those where the alignment is not as clear. Development activities that are apart of professional license requirements, special interest and personal in nature and which have no direct relevance to the employee's role, or to the strategic directions of the College are not within the scope of this policy.

Approval Criteria

Educational goals and outcomes must align with the College's strategic priorities, the Academic Plan, Student success and the employee's current role.

Financial Support

Financial options are available to staff participating in professional development. Reimbursement can be either lump sum reimbursement upon successful completion of the course or an interest free loan from the College repaid via payroll deduction.

1. **Lump Sum**
Upon successful completion of the course or program, the College will reimburse the employee 50% of the tuition allowable.
2. **Interest Free Loan – Tuition Payroll Deduction Program**
ACATCM will provide an interest free loan to the ACATCM employee that will be deducted from the employees' payroll at an agreed upon rate.

Professional Leave

Eligible faculty and staff members that are requesting leave for approved professional development are able to apply to Human Resources.

Faculty & Staff Responsibilities

1. Take an active part in the process of planning their own professional development and creating an individual development plan;
2. Demonstrate ongoing currency in their field and a commitment to continuous improvement in their skills and knowledge;
3. Submit written application and receive approval for funding in advance of registering for any course or program;
4. Secure the approval prior to applying for funding or leave;
5. Participate in training and development activity deemed essential by the College (e.g.: First Aid);
6. Attend the Professional Development session(s) as committed; and
7. Provide appropriate documentation to substantiate successful completion of each course or program.