

SIR SANDFORD FLEMING COLLEGE

POLICY MANUAL

POLICY NO. 3-335

APPROVED BY:
Board of Governors

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SUPERCEDES:

DATE APPROVED: May 1, 2002

SUBJECT: FACULTY PROFESSIONAL DEVELOPMENT

Ongoing professional development leading to continuous learning and improvement is a fundamental value of the College. The College ensures the currency of faculty knowledge and ongoing professional development, by offering the following organizational supports:

1. Individual Professional Development Planning Process
2. Sabbaticals
3. Tuition Reimbursement
4. Funding for PD
5. Departmental and corporate PD committees
6. Faculty PD Steering Committee
7. Active Programme Advisory committee

PROCEDURE: FACULTY PROFESSIONAL DEVELOPMENT 3-335

1. Individual Professional Development Planning Process:

To encourage continuous development, faculty, each year, complete PD plans in consultation with their Dean. The plans involve setting an overall development goal, (usually linked to the evaluation process and takes into consideration corporate goals), the activities that will address that goal, timing and cost and an articulation of the relevance of the goal to the overall development of the individual.

2. Sabbaticals:

To support ongoing development a Sabbatical program is offered. Each year sabbaticals are offered to a minimum of 2% of full-time faculty who have been members of the bargaining unit for not less than six years, and to an additional 1% of full-time faculty who have been members of the bargaining unit not less than 15 years. Sabbaticals can range in length from a semester to a full year. An example of the criteria considered when an application is made is as follows:

- The relevance of the activity to College objectives
- The benefit to students
- The increase in skills/knowledge of the individual

3. Tuition Reimbursement:

The College believes that a strong tuition rebate program is important in encouraging faculty development and maintaining the currency of faculty knowledge. The College Tuition Reimbursement policy offers tuition rebate for any employee working towards a Baccalaureate, Masters or Doctorate degree.

4. Funding for Professional Development:

Overall the funds are distributed at a corporate and individual academic centre level. The rationale behind apportioning the funds in this manner is to ensure development takes place on two levels. It ensures funding is available for larger organizational initiatives designed to benefit a majority of faculty. In addition, this model further ensures that School and individual initiatives are sufficiently funded.

5. Corporate and Departmental PD:

To effectively maintain a corporate and more specific individual School focus, PD committees were established at both levels. At the corporate level, macro development programs are aimed at ensuring the currency of faculty knowledge in general. The focus of the PD committees at the Academic School level is around developmental initiatives that will provide continuous improvement for the School and individuals within that School.

6. Faculty PD Steering Committee:

The College has established a Faculty Development Committee the purpose of which is to focus on initiatives that will sustain a passion for teaching. Once initiatives are generated, it is the responsibility of this committee to serve as a sounding board for new ideas and to guide all initiatives to implementation stage.

7. Programme Advisory Committees:

To maintain faculty and program currency every program has a Programme Advisory Committee. Their purpose is to be an advocate for the program, advise on changes in the field and ensure program curriculum reflects those changes.

Updated September, 2007