

Procedure Title:	Professional Development – Academic Employees
Procedure ID:	#OP 3-346C-1
Manual Classification:	Section 3 – Human Resources
Linked to Policy:	#3-346 Employee Learning & Development
Originally Approved:	May 2002
Approved by Senior Management Team (SMT):	January 2024
Effective Date:	January 2024
Next Review Date:	2027
Contact for Procedure Interpretation:	Vice-President, Academic Experience Vice-President, Organizational Effectiveness and Human Resources

1.0 – Purpose

The purpose of this procedure (the “**Procedure**”) is to set out instructions for the administration of professional development leading to continuous learning and improvement for the College’s Eligible Employees.

Terms not defined in this Procedure have the same meaning found in its linked [College Policy 3-346 Employee Learning & Development Policy](#).

This Procedure is intended to comply with the provisions of the Academic Employees Collective Agreement, which will prevail in the event of a conflict, and will be revised from time to time to reflect changes in the collective agreement.

2.0 – Definitions and Acronyms

Capitalized terms not defined in this Procedure have the same meaning found in its linked Policy.

3.0 – Scope

This Procedure applies to full-time and partial load academic employees.

4.0 – Procedure

4.1 General Principles

- a) Academic employees are encouraged to regularly reflect on their professional development goals. They may wish to consult with their Chair or another leader to seek relevant input, feedback, or support.

- b) Other procedures under the umbrella Employee Learning & Development Policy #3-346 continue to apply, as appropriate, including OP #3-346A Fleming Tuition Subsidy and OP #3-346B Tuition Reimbursement.

4.2 Funding for Professional Development:

- a) Funding for professional development is budgeted at both the College and School level to ensure funding is available for larger organizational initiatives designed to benefit a majority of academic employees as well as for individual development purposes.
- b) Bargaining unit members are paid for the time they would normally be scheduled to work when attending their approved ten days of PD activities. The College may, but is not obligated to under the Collective Agreement, cover the costs of the PD activities.

4.3 Professional Development Days: In accordance with Academic Collective Agreement Article 11.01H (1-4), bargaining unit members are allowed at least ten working days of professional development in each academic year. They are to follow the process outlined in the collective agreement.

4.4 Professional Development Leaves (Sabbaticals)

- a) Article 20 of the Academic Collective Agreement outlines Professional Development Leave entitlements.
- b) An academic employee on PD leave may not engage in additional forms of paid work with the College during the leave period.
- c) Academic employees continue to accrue seniority while on PD leave.
- d) Sick days continue to accrue during PD leave.
- e) Sun Life group benefits in effect at the start of the PD leave continue during the leave period with the normal employee/employer cost-sharing arrangement.
- f) CAAT Pension Plan contributions will be based on 100% salary and fully credited service will apply during the PD leave.
- g) If a PD leave is approved as an unpaid leave, the employee is responsible for both the employee and employer costs of maintaining benefits and pension for the duration of the leave.
- h) Academic employees approved for PD leave are required to submit progress reports and a final PD leave report to their Chair/manager, Dean/director, the Vice-President, Academic Experience, the Executive Vice-President, Student and Academic Experience, and the Vice-President, Organizational Effectiveness and Human Resources. The final report must be submitted within one month of returning from leave and is to include:
 - A summary of PD leave activity
 - Benefits that resulted to the College, students, and the academic employee

- Evaluation/evidence that the learning objectives were achieved
 - Analysis of actual time spent
 - Plans for applying knowledge and skills gained through PD leave
 - General evaluation of the PD leave experience
 - Recommendations for future applicants
- i) When the PD leave period expires, the academic employees are required to return to the College for a period of not less than one year, failing which all salaries and benefits paid to the employee during the PD leave will be repaid by the employee.
- j) The College will initiate an annual application period for PD leaves for the following calendar year with instructions and application forms.

5.0 – Related Documents

- College Policy #3-346 Employee Learning & Development
- Academic Employees Collective Agreement (Article 20, Professional Development Leave)

6.0 – History of Amendments & Reviews

Date	Action
May 2002	Original Approved
September 2007	Reviewed and updated
January 2024	Reviewed and updated