

Official Policy

Title: Professional Development Group Support

POLICY

The College supports activities that foster the diffusion of knowledge and/or skills with the objective of qualitative and/or quantitative improvement in classroom pedagogy.

PROCEDURE

1. Support is available for group activities, of one to five days (i.e. 35 hours maximum), which i) are concerned with the diffusion and/or acquisition of pedagogical knowledge or skills related to demonstrable change in the teaching-learning relationship, and are ii) consistent with college objectives.
2. The Academic Dean after consultation with the Faculty Deans will communicate the college's priorities by April 1st of the year prior to the need for the support.
3. The Assistant to the Academic Dean will advertise the existence, terms and conditions of this support in a timely manner.
4. Requests should respect deadlines:
 - a) May 1 for projects to take place in the following "A" semester (i.e. July 1 to December 31).
 - b) November 15 for projects to take place in the following "H" semester (i.e. January 1 to June 30).
5. Support will be in the form of a budget related to the cost of organizing the activity (e.g. resource person fee, registration fee, materials fees etc.).
6. Requests for support should use the attached application form, submitted by the deadline, to the Academic Dean.
7. A Review Committee including the Academic Dean (or delegate), and appropriate resource people, will consider applications for support and award resources as available.



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Division or Sector: Academic

Responsibility: Academic Dean

Policy Number: 7210-30

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8. The Academic Dean will notify the project coordinator of the successful application, with copies to the appropriate Department Coordinator(s) and Faculty Dean(s) for their information.
9. Upon request, the project coordinator of an unsuccessful application may discuss the proposal's strengths and weaknesses with members of the Review Committee with a view to its revision and resubmission.
10. A final report reviewing a completed project will be provided to the Academic Dean within one month of the project's completion. The report should discuss the project's strengths, weaknesses, and recommendations. Suggestions leading to improvements in the subsidy process would be useful.
11. Any reports required by the Ministry will be coordinated by the Academic Dean with the involvement of the project's members and others as appropriate.
12. Resources that are not used in an academic year will be transferred for use in the following academic year.

FORM: Professional Development Group Support: Application form (see attached).

Revised

New

Date Effective:

Fall 2004