

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 4	DIRECTIVE NO. D2
	ORIGINATOR Vice President, Academic	
	APPROVED BY President's Executive Committee	
TITLE PROFESSIONAL DEVELOPMENT LEAVE	EFFECTIVE DATE 1996.09.12	REPLACES 1993.08.26

POLICY

The College believes in the professional growth of its employees. Thus each year a number of professional development leaves will be granted. The purpose of the leave is to permit an employee to pursue College-approved academic, administrative, technical, industrial or other activities where such activities will enhance the ability of the employee upon return to the College.

AMPLIFICATION OF POLICY

1. The current OPSEU Academic agreement and the Terms of Employment for Administrative Staff permit the granting of professional development leave for faculty and administrative personnel. Support staff requests will be considered on an individual basis.
2. The number of professional development leaves granted each year will be at the discretion of the President and based on resources available. The minimum number of leaves to be awarded to faculty members, as stipulated in the Academic Collective Agreement, will be respected.
3. Professional Development leave shall normally be completed within a continuous twelve months period, commencing June 15th.
4. Payment of salary by the College is subject to reduction if the aggregate of the College's payment and compensation or payments from other sources during the period exceeds the amount of the employee's normal salary.
5. Upon returning from a professional development leave, the employee is required to work at the College for at least one year failing which he/she shall repay the College all salaries and fringe benefits received by him/her while on professional development leave.

REQUIREMENTS

The requirements for the approval of professional development leave are as follows:

1. The applicant shall have completed not less than six (6) years employment at the College. Six years of employment must also be completed between professional development leaves.
2. The professional development leave will have a direct link to the activities/functions to be performed by the individual upon return to the College.
3. The specific objective(s) of the leave are to respect the priorities of the candidates department and/or the College.
4. The stated objective(s) and plan are to be achievable within the period allocated for the leave.

SELECTION CRITERIA

The criteria to be used for the approval of professional development leave are as follows:

1. Number of years of service the employee has worked without benefit of a professional development leave will be considered where applicable.
2. The following are considered appropriate activities during a professional development leave:
 - Update and/or development of professional/technical skills through practical experience to meet identified changes which impact the candidate's functions and responsibilities.
 - Material development (text, software, visual materials) related to an identified need.
 - Retraining or career development activities that would facilitate skills required to work in a different area or sector of the College or to teach in another discipline.
 - Instructional, individual or directed research related to an identified need by the Department or College.
 - Continuance and/or completion of formal academic studies.

PROCEDURE**1. Application**

An employee embarking upon a professional development leave is required to:

- 1.1 Submit an application form by November 1st.
- 1.2 In the event that changes are made to the professional leave plans, such changes must be approved in writing by the line manager and senior operating manager prior to the commencement of leave.

2. Selection

- 2.1 Department Heads/Chairs will make recommendation for approval of the professional development leave to the appropriate senior line manager.
- 2.2 Senior Line Managers will then place in order of priority all professional development leave requests which meet the stated criteria and present them to their respective operating group for approval and to the Academic Management Coordinating Committee (AMCC) for information.
- 2.3 The appropriate President's Executive Committee Members will make a joint recommendation in order of priority to the President.
- 2.4 The President will send confirmation of the approval in writing to those College employees who are granted professional development leave.
- 2.5 A copy of the approved professional development leave will be forwarded to Educational Services by the School after the President's approval.

3. Report

- 3.1 Upon return from professional development leave, an employee shall:
 - 3.1.1 submit to his/her immediate supervisor a comprehensive written report that clearly identifies the activities undertaken and how the objectives were achieved.
 - 3.1.2 make a formal presentation of the report to colleagues and other interested persons and

- 3.1.3 forward to the Educational Services Department copies of the report and copies of any materials produced while on leave.
- 3.2 Copies of the report will be forwarded to the President and Vice President by the appropriate Senior Line Manager.
- 3.3 A concise report outlining professional development leave activities, and accomplishments will be provided to the Board of Governors each Fall by the Vice Presidents.
- 4. Evaluation

All professional development leaves will be evaluated by the applicant and then by the immediate supervisor. This evaluation will be part or all of the employee's performance appraisal for that year.

(original signed by)

President

**PROFESSIONAL DEVELOPMENT LEAVE
PROCEDURE FLOW DIAGRAM**

ACTIVITY	ACTOR(S)	RECOMMENDED COMPLETION DATE
Before Start		
1. Completion of application form and submission to supervisor	Applicant/Supervisor	November 1
2. Review request, apply criteria and recommend for approval to Senior Line Manager	Department Head/Chair	December 1
3. Forward application to PEC member in order of priority and present to AMCC	Senior Line Manager	December 10
4. Joint recommendation in order of priority to the President	PEC Members	December 21
5. Professional Development Leave approval	President	January 28
6. Submit revised plan (if necessary) to Dean with copy to Vice President's Office	Applicant	March 31
During Professional Development Leave		
7. Applicant to provide a written progress report of activities to immediate supervisor every four (4) months	Applicant	
8. Contact applicant if progress reports are not received	Supervisor	

ACTIVITY	ACTOR(S)	RECOMMENDED COMPLETION DATE
After return		
9. Report all financial remuneration from outside sources during the period of the leave		
10. One month after return, submit written report (with self-evaluation) to supervisor	Applicant	October 1
11. Present report to DEC (or other forum)	Applicant	
12. Complete and submit evaluation of professional development leave and copy of report (including material produced during the leave) to the Educational Services Department	Department Head/Dean	October 30
13. Summary of report of Professional Development Leaves to appropriate Vice President, President, Educational Services and Resource Centre	Senior Line Manager	November 30
14. Follow-up of work stemming from leave (if any)	Applicant	
15. Report to Board of Governors	PEC Member	December 15