



Mission Statement

Olds College is a responsive, innovative and client-centred learning organization dedicated to excellence in careers education and adult development, performance-based training, applied research and the provision of customized services provincially, nationally and internationally in the fields of agriculture, horticulture, land and environmental management, agribusiness and rural entrepreneurship.

**FACULTY PROFESSIONAL DEVELOPMENT
POLICY**

June 11, 2003

Mission Statement

Olds College Faculty Association is empowered to act as a professional association on behalf of its membership. Recognizing its professional responsibility, the Association is committed to active involvement in the organizational behavior and development of Olds College.



This Faculty Professional Development Policy
made and entered into
June 11, 2003
between
The Olds College Board of Governors
and
The Olds College Faculty Association.

THE BOARD OF GOVERNORS OF OLDS COLLEGE

SIGNED: _____
Robert J. Wilson, Vice-President, Academic Services

THE OLDS COLLEGE FACULTY ASSOCIATION

SIGNED: _____
Norman G. MacIntyre, Chair, Negotiations Committee

OLDS COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT POLICY

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1.0 Objectives

The Board of Governors and the Olds College Faculty Association (OCFA) jointly recognize a need and obligation to continually upgrade individual job skills and professional competencies and to enhance interpersonal relationships so that a sense of worth and contribution is developed and maintained by the Academic Staff Member, within the department and the college.

The Faculty Professional Development Committee will administer a professional development program designed to accomplish these objectives.

2.0 Faculty Professional Development Budget

The Faculty Professional Development Committee recommends an annual budget and upon approval allocates funding in response to applications and priorities. The annual budget of the Faculty Professional Development Committee will be set at a level no less than 3% of the total salary budget for the first three categories of Faculty (Permanent Full-time, Permanent Part-time, and Temporary Full-time). It will be made up of the annual interest earnings from the Faculty Development Endowment, minus the amount reinvested in the Endowment, and an allocation from the College operating budget.

The Endowment shall accumulate in a restricted account(s) for the purpose of funding annual professional development activities for Academic Staff Members. The Olds College Foundation Board shall be responsible for maximizing the contribution from the Endowment by actively pursuing opportunities for additional grants/donations and premium investment instruments.

3.0 Purposes of Faculty Professional Development

It is recognized that Faculty Professional Development can serve a number of purposes, depending upon individual and college needs. In general, the purposes for Faculty Professional Development will fall into two major types: andragogical and technical. The Committee will consider other kinds of leave, providing the applicant can demonstrate that the proposal has direct benefits related to their college assignment or personal growth that is consistent with their college appointment.

3.1 Andragogy

Andragogy refers to development designed to enhance an instructor's effectiveness in helping adults learn in the classroom or laboratory. In general, the emphasis will be on making the transfer of knowledge and information from the instructor to the learner most efficient and effective in a learner-focused way.

3.2 Technical

Technical development activities are designed to keep Academic Staff Members up-to-date with the latest techniques, information and technical innovations in their field of expertise, and/or to meet general or specific needs identified by the college.

4.0 Categories of Faculty Professional Development

4.1 Short Term Faculty Professional Development Activity - (See Section 7.0 for details)

Short Term Faculty Professional Development Activities include any individual or group development activity of less than seven (7) weeks duration.

Examples of Short Term Faculty Professional Development Activity include conferences, conventions, workshops, trade shows, and other innovative activities.

4.2 Long Term Leave – (See Section 8.0 for details)

Long Term Leave is any full-time or part-time development activity which requires the academic staff member to be away from campus for more than seven (7) weeks but not more than one (1) year. The activity usually leads to completion of a certificate, diploma, degree or other credential.

4.3 Extended Program of Study - (See Section 9.0 for details)

The Extended Program of Study is a development activity which supports an individual who wishes to work toward completion of a certificate, diploma, degree or other qualification (generally while on the job) over an extended period of time not exceeding five (5) years. This Extended Program of Study may or may not include a leave of absence to fulfill a residency requirement.

4.4 Industrial Attachment/Secondment - (See Section 10.0 for details)

Industrial Attachment/Secondment is a development activity of greater than seven (7) weeks duration that allows faculty to gain training and experience with industry related to their current or future role at Olds College.

Examples of an Industrial Attachment/Secondment include working with an educational or research institution or an industry partner.

4.5 Other Activities

Other innovative, non-traditional and group development activities that do not fit into any of the categories described above will be considered by the Committee.

5.0 Eligibility

The first three categories of Academic Staff Members are eligible for Short Term funding:

- Permanent Full-time (employed on a continuous, full-time basis and assigned a full workload) – can apply for all categories.
- Permanent Part-time (employed on a continuous basis to fulfill either a partial workload over a full year or a full workload over less than one year) – can apply for all categories.
- Temporary Full-time (employed on a non-continuous basis for less than one year to fulfill a full workload) – not eligible for Long Term Leave/Extended Program of Study/Industrial Attachment/Secondment.

Probationary Academic Staff Members are eligible for Short Term activities.

6.0 Faculty Professional Development Committee General Guidelines

6.1 Membership

The Committee shall be comprised of five (5) members as follows:

- (a) Academic Staff Members (four voting members)

There shall be four (4) voting members, each serving a two-year term. These members will be appointed by OCFA to serve on this Committee and, as nearly as possible, to represent the major jurisdictions within the college. Two members will be replaced annually.

- (b) The Vice President, Academic Services shall serve as the Chair of the Committee, and shall vote only in the case of a tie.

- (c) One (1) non-voting member from the Human Resources Department who will provide administrative assistance.

6.2 Terms of Reference

The Faculty Professional Development Committee is responsible to the Vice President, Academic Services. The Board of Governors, through the Vice President, holds the right to final approval of all expenditures and the ultimate responsibility for managing the Faculty Professional Development Fund. The Faculty Professional Development Committee is advisory to this function. In normal operation, the majority decision of the Committee will prevail. The Faculty Professional Development Committee shall:

- (a) Orient new Committee members by reviewing procedures and priorities.
- (b) Review policies at a minimum of once every five (5) years, or as otherwise requested by the Board of Governors.
- (c) Establish an annual budget consistent with the College Business Plan, departmental objectives, and program priorities following the procedures outlined in this document and the Collective Agreement.
- (d) Receive and determine the disposition of applications within the guidelines set forth in this document, and allocate funds according to established budget priorities.
- (e) Maintain appropriate records in keeping with College FOIP Guidelines and report to the President, the Board and OCFA on a regular basis.
- (f) Require, where appropriate, Academic Staff Members to account for their participation at the end of their development activity.
- (g) Prepare an annual report summarizing Faculty Professional Development activities and recommendations for future operation of the Committee by June 30, and report to the President, the Board and OCFA by October 1 of the following year.

6.3 Committee Process

- (a) Specific objectives for Faculty Professional Development activities will be established at the beginning of each academic year. In addition, long range plans (18 to 24 months) will be developed/reviewed annually.

- (b) Annual budgets will be identified by June of each year. During preparation of the budget, the Committee will determine the percentage to be used for each category of activity and may, within the annual budget, establish an undesignated contingency of not more than 10% of the total amount budgeted.
- (c) The Committee will meet bi-weekly throughout the academic year. Meeting schedules for the entire year will be published prior to September 30 of each year.
- (d) All applications for Faculty Professional Development activities will be reviewed by the Committee unless they are withdrawn by the applicant. The Committee will notify each candidate, in writing, regarding the status of his or her application.
- (e) Claims exceeding pre-authorized funding by less than 10% may be authorized by the Vice President. Claims exceeding pre-authorized funding by more than 10% must be presented to the Faculty Professional Development Committee for approval.

7.0 Procedures for Short Term Faculty Professional Development Activity

7.1 General Guidelines

- (a) Short Term Faculty Professional Development Activities include any individual or group development activity of less than seven (7) weeks duration.
- (b) All Academic Staff Members, including those on probationary appointment, are eligible for Short Term activities.
- (c) Generally the granting of the activity will be based on the following factors:
 - ◆ Consistency with the Academic Staff Member's professional development plan.
 - ◆ Previous utilization of Faculty Professional Development funding.
 - ◆ Ability of the department, within which the applicant normally works, to accommodate such an activity
- (d) Applications received by the Committee will be evaluated against criteria and budget available. Applicants will be advised in writing, about the status of their request, within three (3) days following the Committee review.

7.2 Application Process

- (a) All applications for Short Term Faculty Professional Development Activities must be submitted on the form “Application for Staff Development Funding” (see Appendix A). All applications require the signature of the appropriate Dean, as well as the applicant’s comments regarding departmental needs and priorities. All applications, including those that do not receive favorable recommendation at the department level, must be forwarded to the Committee for review unless they are withdrawn by the applicant.
- (b) The Faculty Professional Development Committee will meet bi-weekly. Meeting schedules will be published prior to September 30 in each year to allow time for proper evaluation. The original copy of the application, with comprehensive supporting documentation/ literature attached, must be in the Vice President’s office five (5) days prior to a scheduled meeting date. Applications received after this time will be considered at the next regularly scheduled meeting.
- (c) Applicants who indicate that a college vehicle will be used for transportation must book the vehicle prior to making their application. If bookings are not made, and a college vehicle is indicated, no mileage reimbursement will be made by the Committee.
- (d) All applicants who have been granted Short Term Faculty Professional Development funding, must submit to Business Services a completed “Application For Staff Development Funding ” form (see Appendix A) signed by the appropriate Dean for reimbursement of expenses.
- (e) An applicant who requests more than \$2,000 will be required to meet with the Faculty Professional Development Committee to discuss the specifics of the application.

7.3 Participant’s Accountability

Applicants who have been granted support for Short Term Faculty Professional Development Activity are encouraged to share knowledge gained with colleagues.

8.0 Procedures for Long Term Leave

8.1 General Guidelines

- (a) Long Term Leave is any full-time or part-time development activity which requires the academic staff member to be away from campus for more than seven (7) weeks but not more than one (1) year. The activity usually leads to completion of a certificate, diploma, degree or other credential.
- (b) All full-time and part-time permanent Academic Staff Members who have completed their probationary period are eligible to apply for Long Term Leave.
- (c) Generally, the granting of the Long Term Leave will be based on the following factors:
 - ◆ Specific relevance to the college, departmental objectives, and program priorities.
 - ◆ Consistency with the academic staff member's professional development plan.
 - ◆ Ability of the department within which the applicant normally works to accommodate such an activity
 - ◆ Duration of the activity requested.
 - ◆ Number of applications received for Long Term Leave activities and total funds available for these activities.
 - ◆ Duration of time the applicant has been employed at the college.
 - ◆ Length of time since the applicant was last granted Long Term Leave funding.
- (d) While on leave, vacations including statutory holidays will be earned at the normal rate. Vacation days earned while on leave are required to be used during the leave period.
- (e) Vacation days accumulated prior to the leave shall be scheduled before, during or after the leave period as determined by mutual agreement with the applicant's immediate supervisor.
- (f) Under normal circumstances, a period of five (5) times the length of the approved Long Term Leave must elapse before an applicant will be considered for another leave.

8.2 Level of Support

- (a) Successful applicants will receive a prorated salary calculated on the years of service at the college:

Years of Service	Maximum Cumulative Eligibility (Annual Salary)
2	20%
3	31%
4	43%
5	55%
6	67.5%
7 years or more	80%

- (b) Occasionally, Long Term Leave support may be supplemented by payment from other sources related to the leave activity and paid during the agreed upon leave period. In such cases, the total amount of support shall not exceed the applicant's regular salary. Regular salary includes benefits but not stipends or other forms of compensation. Any excess over and above the applicant's regular salary shall be paid back to the Faculty Professional Development budget.

8.3 Application Process

- (a) All applications for Long Term Leave must be submitted on the form "Application for Long Term, Extended Program of Study, or Industrial Attachment/Secondment Leave" (see Appendix B: Part 1). All applications require the signature of the Dean or designate as well as the applicant's comments regarding factors listed under 8.1(C).
- (b) The deadline for receipt of applications will be December 15 for leave commencing no earlier than May 1, the following year.
- (c) Upon receipt of applications for Long Term Leave, the Faculty Professional Development Committee will schedule interviews. During the interview, applicants will be required to explain the proposed benefits that will accrue to both the applicant and the college.

- (d) Applications will be reviewed and assessments recorded on the form "Criteria for Assessment of Long Term, Extended Program of Study, and/or Industrial Attachment/Secondment Leave Applications" (see Appendix B: Part 2). Successful applications will be assigned a priority rating, and in the event of an approved candidate refusing Long Term Leave, the remaining applications will be reassessed, and the alternate candidate notified. No carry-over of priorities will occur from year to year but applicants may reapply.
- (e) Applications recommended by the Faculty Professional Development Committee will be forwarded to the President for review and recommendation to the Board of Governors.
- (f) All applicants will be notified, in writing, of the Committee's recommendation within five (5) days following the interview and of the Board's decision within ten (10) days following the next scheduled Board meeting. Within two (2) weeks of notification, successful candidates must advise the Chair of the Faculty Professional Development Committee of their intention to pursue the Long Term Leave as outlined, and under the terms and conditions approved by the Board.

8.4 Benefits, Increments and Seniority Earned While on Leave

- (a) All staff benefits associated with permanent employment shall continue while on leave unless specific, alternate arrangements are made by the applicant, who may choose to prorate downward if the carrier/plan permits. In some cases, carrier restrictions may apply and it is the responsibility of the individual to verify with the Human Resources department specific eligibility or ineligibility.
- (b) Persons on Long Term Leave will earn the increment to which they would be entitled if they were in full-time, continuous attendance on campus.
- (c) Upon return from Long Term Leave, the Academic Staff Member shall be assigned a position consistent with their experience and qualifications.
- (d) Successful completion of an approved leave shall constitute service time for purposes of seniority.

8.5 Participant's Accountability

Upon return, all participants who have been granted Long Term Leave will be required to submit to the Faculty Professional Development Committee a concise summary of their activity in a format and time period acceptable to the Committee.

8.6 Return Service Commitment

- (a) Academic Staff Members granted Long Term Leave will sign a Return Service Agreement with the college. The expected Return Service commitment will, unless otherwise specified, represent twice the Long Term Leave period, excluding vacation time; (e.g. a person granted a twelve (12) months Long Term Leave will be expected to work at the college for a period of twenty four (24) months following their return).
- (b) An Academic Staff Member who fails to comply with the requirements outlined in the Return Service Agreement shall be obligated to repay to the college, an amount equivalent to the leave salary for the period of the unfulfilled service commitment.
- (c) Any individual on Long Term Leave who finds it impossible to continue the Long Term Leave may, upon request to the Chair of the Faculty Professional Development Committee, and with the approval of the Board, discontinue the Long Term Leave. The Return Service obligation will be recalculated to reflect the actual Long-Term Leave time taken. The staff member shall then return to regular duty at a date agreed upon by both partners.
- (d) Academic Staff Members who discontinue and/or do not meet required outcomes of an approved Long Term Leave without cause shall be responsible as per the Return Service Commitment clause and will be apportioned all costs incurred.

9.0 Procedures for Extended Program of Study

9.1 General Guidelines

- (a) The Extended Program of Study is a development activity which supports an individual who wishes to work toward completion of a certificate, diploma, degree or other qualification (generally while on the job) over an extended period of time not exceeding five (5) years. This Extended Program of Study may or may not include a leave of absence to fulfill a residency requirement.

- (b) All full-time permanent and part-time permanent Academic Staff Members who have completed their probationary period are eligible to apply for an Extended Program of Study.
- (c) Generally the granting of an Extended Program of Study will be based on the following factors:
 - ◆ Specific relevancy to the college, departmental objectives, and program priorities.
 - ◆ Consistency with the academic staff member's professional development plan.
 - ◆ Previous utilization of faculty development funding.
 - ◆ Ability of the department within which the applicant normally works to accommodate such an activity.
 - ◆ Number of applications received for Extended Program of Study and total funds available for these activities. Duration of time since the applicant was last granted either Long Term or Extended Program of Study Leave.
- (d) In the event of a leave of absence requirement, vacations including statutory holidays will be earned at the normal rate. Vacation days earned during a leave of absence are required to be used during the leave period.
- (e) In the event of a leave of absence requirement, vacation days accumulated prior to the leave shall be scheduled before, during or after the leave period as determined by mutual agreement with the applicant's immediate supervisor.

9.2 Level of Support

The Faculty Development Committee may earmark up to \$25,000 for each application approved. This would be used to cover the cost of tuition and books and a leave of absence if required. In the event that a leave of absence is required benefits, increments and seniority earned while on leave would be negotiated.

Release time may be negotiated.

9.3 Application Process

- (a) The Committee recognizes the diversity of applications that may be received and believes that flexibility needs to be maintained.

- (b) All applications for Extended Program of Study must be submitted on the form "Application for Long Term, Extended Program of Study, or Industrial Attachment/Secondment Leave" (see Appendix B: Part 1). All applications require the signature of the Dean or designate as well as the applicant's comments regarding factors listed under 8.1(C).

The deadline for receipt of applications will be December 15, for an extended program of study commencing no earlier than May 1, of the following year.

- (c) Applicants will be advised in writing, about the status of their request within seven (7) days following the Committee review.
- (d) Within one (1) week of notification, successful applicants shall notify the Chair of the Faculty Professional Development Committee of their intention to pursue the Extended Program of Study as outlined, and under the terms and conditions set out by the Committee.
- (f) Occasionally, applicants will "back into" the Extended Program of Study category having had one or more courses funded out of the Short Term category. In such cases, the assistance will include any assistance consideration already given prior to the application.

9.4 Participant's Accountability

Upon return, all participants who have been granted an Extended Program of Study will be required to submit to the Faculty Professional Development Committee a concise summary of their activity in a form and time period acceptable to the Committee.

9.5 Return Service Commitment

- (a) Academic Staff Members granted an Extended Program of Study will sign a Return Service Agreement with the college. The expected Return Service commitment will, unless otherwise specified, be one year, excluding vacation time.
- (b) An Academic Staff Member who fails to comply with the requirements outlined in the Return Service Agreement shall be obligated to repay to the college, an amount equivalent to the support provided and as per the Return Service Agreement.

- (c) Any individual on an Extended Program of Study who finds it impossible to continue the Extended Program of Study may, upon request to the Chair of the Faculty Professional Development Committee, and with the approval of the Board, discontinue the Extended Program of Study. The Return Service obligation will be recalculated to reflect the actual Extended Program of Study time taken. The Academic Staff Member shall then return to regular duty at a date agreed upon by both partners.
- (d) Academic Staff Members who discontinue and/or do not meet required outcomes of an approved Extended Program of Study without cause shall be responsible as per the Return Service Commitment clause and will be apportioned all costs incurred.

9.6 Eligibility for Re-application

There will be a three (3) year waiting period before a previously supported applicant may re-apply for another Extended Program of Study Leave.

10.0 Procedures for Industrial Attachment/Secondment

10.1 General Guidelines

- (a) All full-time permanent and part-time permanent Academic Staff Members who have completed their probationary period are eligible to apply for an Industrial Attachment/Secondment.
- (b) Generally, the granting of an Industrial Attachment/Secondment will be based on the following factors:
 - ◆ Specific relevance of the Industrial Attachment/Secondment to the college, departmental objectives, and program priorities.
 - ◆ Consistency with the academic staff member's professional development plan.
 - ◆ Duration of the activity requested.
 - ◆ Ability of the department within which the applicant normally works to accommodate such a leave.
 - ◆ Number of applications received for Industrial Attachment/Secondments and total funds available for these activities.
 - ◆ Length of time since the applicant was last granted a Long Term Leave, Extended Program of Study or Industrial Attachment/ Secondment.

- (c) Industrial Attachments/Secondments would normally be aligned with academic terms (September/December, January/April or May/August) for periods not exceeding four (4) months. Other periods are possible but must be specifically pre-approved by the Dean to ensure that teaching responsibilities can be accommodated.
- (d) While on an Industrial Attachment/Secondment, vacations including statutory holidays will be earned at the normal rate. Vacation days earned while on leave are assumed used during the leave period.
- (e) Vacation days accumulated prior to the leave shall be scheduled before, during or after the leave period as determined by mutual agreement with the applicant's immediate supervisor.

10.2 Level of Support

- (a) Successful applicants will receive a prorated salary calculated on the years of service at the college:

Years of Service	Maximum Cumulative Eligibility (Annual Salary)
2	20%
3	31%
4	43%
5	55%
6	67.5%
7 years or more	80%

- (b) Occasionally, Industrial Attachment/Secondment support may be supplemented by payment from other sources related to the leave activity and paid during the agreed upon leave period. In such cases, the total amount of support shall not exceed the applicant's regular salary. Regular salary includes benefits but not stipends or other forms of compensation. After covering any extraordinary expenses associated with the leave, any excess over and above the applicant's regular salary shall be paid back to the Faculty Professional Development budget.

- (c) All staff benefits associated with permanent employment shall continue while on an Industrial Attachment/Secondment unless specific, alternate arrangements are made by the applicant. Note however, that if an Academic Staff Member leaves Alberta or leaves Canada for purposes of an Industrial Attachment/Secondment, he or she will be responsible for all arrangements for additional coverage and costs of (hospitalization, medical care, etc.) that may be required to ensure adequate coverage in the province or country in which he or she will reside. In some cases, carrier restrictions may apply and it is the responsibility of the individual to verify with the Human Resources Department specific eligibility or ineligibility.

10.3 Application Process

- (a) Applicants are requested to submit a “Letter of Intent” to the Faculty Professional Development Committee prior to undertaking negotiations for a Industrial Attachment/Secondment. Priority will be given to “Letters of Intent” submitted on or before May 31. The letter should include the Dean’s comments as well as a statement from the applicant’s immediate supervisor regarding the ability of the department to accommodate the Industrial Attachment/Secondment. Upon receipt of the “Letter of Intent”, the Committee will schedule an interview.

During the interview, the applicant will be required to fully explain and support their proposed plans.

- (b) All formal applications for Industrial Attachment/Secondment Leave shall be submitted on the form “Application for Long Term, Extended Program of Study or Industrial Attachment/Secondment Leave” (see Appendix B: Part 1), and forwarded to the Chair of the Faculty Professional Development Committee after the negotiations for the leave are well enough advanced so that an Industrial Attachment/Secondment appears probable. For the Industrial Attachment/Secondment to be considered, verification of acceptance at an institution, or letters from prospective employers supporting planned activities must accompany the formal application.
- (c) Formal applications will be reviewed and assessments recorded on the form “Criteria for Assessment of Long Term, Extended Program of Study, or Industrial Attachment/Secondment Leave Applications” (see Appendix B).

- (d) There are no annual deadlines established for receipt of formal applications for Industrial Attachment/Secondment. However, a minimum of ninety (90) days ahead of the intended start date for the leave is normally required.
- (e) Applications recommended by the Faculty Professional Development Committee will be forwarded to the President for review and recommendation to the Board of Governors.
- (f) All applicants will be notified, in writing, of the Committee's recommendation with five (5) days following review of the formal application and of the Board's decision with ten (10) days following the next scheduled Board meeting. Within two (2) weeks of notification, successful candidates must advise the Chair of the Faculty Professional Development Committee of their intention to pursue the leave as outlined, and under the terms and conditions approved by the Board.

10.4 Participant's Accountability

Upon return, all participants who have been granted an Industrial Attachment/Secondment will be required to submit to the Faculty Professional Development Committee a concise summary of their activity in a form and time period acceptable to the Committee. Participants who have received payment from other sources related to the leave activity will be required to provide an account of resources received and monies expended.

10.5 Return Service Commitment

- (a) Academic Staff Members granted an Industrial Attachment/Secondment will sign a Return Service Agreement with the college. The expected Return Service commitment will, unless otherwise specified, represent twice the Industrial Attachment/Secondment period.
- (b) An Academic Staff Member who fails to comply with the requirements outlined in the Return Service Agreement shall be obligated to repay to the college, an amount equivalent to the leave salary for the period of the unfulfilled service commitment.

- (c) Any individual on an Industrial Attachment/Secondment who finds it impossible to continue the Industrial Attachment/Secondment may, upon request to the Chair of the Faculty Professional Development Committee, and with the approval of the Board, discontinue the Industrial Attachment/Secondment. The Return Service obligation will be recalculated to reflect the actual leave time taken. The Academic Staff Member shall then return to regular duty at a date agreed upon by both partners.
- (d) Academic Staff Members who discontinue and/or do not meet required outcomes of an approved leave without cause shall be responsible as per the Return Service Commitment clause and will be apportioned all costs incurred.

10.6 Eligibility for Re-application

- (a) Although no specific period has been established, under normal circumstances a period of five (5) times the length of the approved leave must elapse before an application will be received for another Industrial Attachment/Secondment.

11.0 Appeals

- 11.1 Any decision of the Faculty Professional Development Committee may be appealed to the Committee by forwarding a written statement outlining the grounds for appeal to the Chair of the Faculty Development Committee, within two (2) weeks of the receipt of the original decision. The Committee will hear an appeal within two (2) weeks of receiving the appeal letter. The appellant will be notified of the Committee's decision within three (3) days of the appeal hearing.
- 11.2 Any Academic Staff Member not satisfied with the disposition of the above appeal has the right to a further appeal. The second appeal shall be submitted to the President, in writing, within seven (7) days of receiving notification on the initial appeal. The President shall convene an Appeal Committee comprised of one faculty member nominated by OCFA, one academic management member nominated by the Vice President, and the President or his designate, who shall be the Chair. The decision of this second Committee will be final and will be conveyed to the appellant and the Chair of the Faculty Professional Development Committee within three (3) days of the second appeal hearing.

Appendix B: Part 1

**APPLICATION FOR LONG TERM, EXTENDED PROGRAM OF STUDY
OR INDUSTRIAL ATTACHMENT/SECONDMENT LEAVE**

(only typed or block letters will be accepted)

Applicant

Name: _____ Department: _____

Position: _____ Supervisor: _____

Length of Service: Years ____ Months ____ Commenced Employment (date): _____

Description of Leave/ Extended Program of Study

Type: Long Term Extended Program of Study Industrial Attachment/Secondment

Duration: Months _____ Inclusive Dates: _____ to _____

Faculty Development Funding Request (Canadian Funds) : \$ _____

Other Funding Source(s) / Amount(s): _____

Leave Location(s): _____

Brief Description of Proposed Leave Activities:

Date Submitted: _____ Signature: _____

**Applicants for Long Term, Extended Program of Study or Industrial Attachment/Secondment Leave
Funding must supply the following supporting documents with the application:**

1. A concise summary outlining the specific relevance and proposed benefit of the leave to both the applicant and the College.
2. A detailed description of proposed activities (including specific courses, programs, research, work assignments, exchange plans, supervisors, dates, locations).
3. Verification of acceptance at an institution, agency or worksite and/or letters supporting planned activities.
4. Summary of previous faculty development activities (including dates, titles, locations, duration, and financial support).
5. Comments of Dean or Chair (including proposed benefits relative to applicant, the applicant's primary duties and responsibilities, department and College needs, as well as a statement regarding the ability of the department to accommodate the leave).

CRITERIA FOR ASSESSMENT OF LONG TERM, EXTENDED PROGRAM OF STUDY OR INDUSTRIAL ATTACHMENT/SECONDMENT LEAVE APPLICATIONS

(only typed or block letters will be accepted)

Interview Date: _____

NAME: _____ **DEPARTMENT:** _____

Date Application Received: _____ Duration of Requested Leave: _____ (months)

Dates of Last Long Term, Extended Program of Study or Industrial Attachment/Secondment Leave: From _____ to _____

Duration of Last Long Term, Extended Program of Study or Industrial Attachment/Secondment Leave: _____ (months)

SUPPORTING DOCUMENTATION RECEIVED

- 1. Proposed benefit statement
- 2. Detailed description of proposed activities
- 3. Letter of acceptance or support for planned activities
- 4. Summary of previous faculty development activities
- 5. Comments of Dean

EVALUATION CRITERIA

- 1. Direct college benefit (Instructional, departmental, college) _____
- 2. Indirect college benefit _____
- 3. Preparedness to benefit (includes timeliness of activity) _____
- 4. Documentation _____
- 5. Department priority _____
- 6. Interview evaluation _____

OTHER CONSIDERATIONS:

ACTION TAKEN: _____ **DATE:** _____

Interviewed By: _____ Signature: _____

RETURN SERVICE AGREEMENT

_____ is hereby granted _____
(name) (type of leave)

LONG-TERM LEAVE

- 1) Commencing on _____ and ending _____ with a guaranteed _____ % of an annual salary of \$_____ (\$_____ per month)
- 2) Salary plus benefits for the period will require a contribution from the Faculty Professional Development Fund of \$_____
- 3) A Return Service commitment of two (2) times the length of leave taken, excluding vacation time, is required. The faculty member shall return to service at Olds College on _____
The duration of guaranteed Return Service is _____

EXTENDED PROGRAM OF STUDY

- 1) Commencing on _____ and ending _____
- 2) The level of support earmarked for tuition and books is _____
- 3) A Return Service commitment of one (1) year, excluding vacation time, is required. The Faculty member shall return to service at Olds College on _____

INDUSTRIAL ATTACHMENT / SECONDMENT

- 1) Commencing on _____ and ending _____ with a guaranteed _____ % of an annual salary of \$_____ (\$_____ per month).
- 2) Salary plus benefits for the period will require a contribution from the Faculty Professional Development Fund of \$_____.
- 3) A Return Service commitment of two (2) times the length of the leave, excluding vacation time, is required. The faculty member shall return to service at Olds College on _____.
The duration of guaranteed return service is _____.

Failure to Return to Service will result in repayment from the Faculty member to the College all monies paid by the College in support of the leave, including benefits. Partial fulfillment of a Return Service Commitment will result in a direct *pro rata* repayment. Repayment shall be made immediately upon termination of employment.

I, _____, agree to the terms and conditions stated above.

Signature

Witness

Vice President

Date