

**PROFESSIONAL AFFAIRS COMMITTEE  
SABBATICAL AND PROFESSIONAL DEVELOPMENT  
APPLICATION REVIEW PROCESSES AND GUIDELINES**

**1. PROFESSIONAL AFFAIRS COMMITTEE**

The Professional Affairs Committee (PAC) includes the VP Research & Academic Affairs, two (2) Department Chairs elected by the Academic Executive, three (3) Permanent Faculty Members and one (1) Sessional Faculty Member elected by the Faculty Association and the ACAD President as an Ex-Officio member.

**2. APPLICATION FORMS**

**Incomplete or late applications will not be accepted by the Committee.**

Sabbatical and Faculty Professional Development (Faculty PD) forms are available on the ACAD website and from the Office of the VP Research & Academic Affairs. Completed applications should be submitted to the Office of the VP Research & Academic Affairs.

The PAC, who makes recommendations to the Board of Governors, adjudicates sabbatical applications.

The PAC, who awards Faculty PD funds, adjudicates Faculty PD applications.

**3. ELIGIBILITY**

**Sabbatical Leave**

Faculty members who have been employed in a permanent position for a period of 6 (six) consecutive years are eligible to apply for an initial Sabbatical Leave.

Faculty members who have completed a Sabbatical Leave are eligible to apply for a further Sabbatical Leave after completing a period of continuous employment, calculated as follows from the member's return date from the last Sabbatical Leave:

<b>Length of Last Sabbatical Leave Completed</b>	<b>Continuous Employment Required Prior to Taking Further Sabbatical Leave</b>
4 Months	3 Years
6 Months	3 Years
10 Months	6 Years

**Professional Development**

ACAD permanent Faculty are eligible to apply for Faculty PD funds.

Sessional and Replacement Faculty are eligible to apply if the proposed Faculty PD activities or projects will be completed during their ACAD instructional contracts.

#### 4. DEADLINES FOR SUBMISSION

**Applicants must obtain the signature of their respective Head of Major/Area of Studies prior to the application deadline.** The Head's signature will indicate approval of absence from the College and any assigned duties and arrangements to cover instructional responsibilities, if applicable

Completed Application Forms shall be submitted to the Office of the VP Research & Academic Affairs by the following deadlines:

##### **Sabbatical Leave**

**November 15<sup>th</sup>** of each year, or the last working day closest to the 15<sup>th</sup> in the event of a statutory holiday or weekend.

##### **Professional Development**

**September 15<sup>th</sup>** of each year, or the last working day closest to the 15<sup>th</sup> in the event of a statutory holiday or weekend, for activities to commence between October 1<sup>st</sup> and January 31<sup>st</sup>, inclusively.

**January 15<sup>th</sup>** of each year, or the last working day closest to the 15<sup>th</sup> in the event of a statutory holiday or weekend, for activities to commence between February 1<sup>st</sup> and May 31<sup>st</sup>, inclusively.

**April 15<sup>th</sup>** of each year, or the last working day closest to the 15<sup>th</sup> in the event of a statutory holiday or weekend, for activities to commence between June 1<sup>st</sup> and September 30<sup>th</sup>, inclusively.

#### 5. FUNDING REPORTS

##### **Sabbatical Leaves**

Within two (2) months of return from approved Sabbatical Leave, the faculty member must submit a written report to the Office of the President, including a detailed description of the project as completed, and an explanation of any variance from the approved sabbatical proposal.

##### **Professional Development**

Faculty applying to the PAC for funding, who have received funding from the Committee on a previous occasion, must have submitted a Final Report on their previously funded activities in order to be eligible for future funding. The report should indicate what was accomplished as a result of the funds awarded and the dates of the activities.

**Or**

If the most recently funded project by the Committee has not been completed, an **Interim report** detailing its progress to date with full explanation as to why it has not yet been completed, and a date by which it will be completed, should be attached to the application for additional funding.

## 6. PROFESSIONAL DEVELOPMENT FUND ACTIVITIES and PROJECTS

Requests for development funding may be made for various activities, and the following guidelines are intended to assist applicants in the preparation of their requests. Please note that the committee aims both to preserve and to enhance the conditions that support all faculty professional practices; at the same time, it evaluates each application on its individual strengths as well as its promise of benefit to both the applicant and to ACAD.

### Eligibility

All faculty are eligible for funding. The proposed activities are to commence within the period being funded.

-Applications for retroactive funding are eligible only if the applicant provides irrefutable proof that applying prior to the relevant deadline was impossible. (e.g. proof an official invitation dated after the elapse of one deadline, but for an activity to take place before the next deadline.)

-If the successful applicant is a Sessional or Replacement faculty member whose contract will expire at the end of the academic year in which the request is made this applicant's funds will be distributed only if and when the College renews the applicant's contract. The approval or refusal of an application has no bearing upon the potential for renewal of such an applicant's future contracts.

-The successful applicant will be expected to complete fully all faculty commitments, as understood by the committee at the time of its decision.

### Terms

The Committee focuses on the term Professional Development as the operative funding concept.

It regards Professional Development as:

-a means of expanding the applicant's mode of inquiry

-professional growth

-intellectual and creative activity and intellectual and creative inquiry with the intent and/or result of the generation of new knowledge, information and ideas, or of new interpretations of existing knowledge, information and ideas

### Criteria

Committee members will use the following criteria to rank requests for consideration:

-the degree for advancement and/or enhancement of knowledge for the applicant

-the potential for advancement and/or enhancement of knowledge in the applicant's field of practice

-the currency of the investigative path and its relevance to visual arts and design

-the degree of impact and visibility afforded ACAD

-the degree to which the request contributes to the College

All the above criteria are considered important, and a strong application will be one that meets as many of them as possible. It is therefore advisable that the application stress the way in which the proposed activity meet these criteria.

Lower priority will be given to applicants:

a) in which a direct potential for financial profit for the applicant can be identified

b) who have already received funding from the committee in the academic year in which the application is submitted

c) who are on sabbatical leave

Applicants are required to make clear all potential funding available for and profit available from the proposed activity.

Applications for funding for the following activities will not be considered. The committee encourages applicants to utilize other funding sources available to them.

a) those already receiving direct support from the College

b) those intended primarily to develop curriculum

c) those intended primarily to update software

## 7. FACULTY PROFESSIONAL DEVELOPMENT FUNDING

The PAC expects a contribution from sources other than Faculty PD funding. The application form includes a question about whether applicants have sought, or now have, external funding for the proposed project or activity.

Applicants must specify and justify all costs associated with proposed activities and projects. These costs should be identified in detail on the Budget form under the following headings:

### a. Registration Fees

### b. Travel and/or Accommodation

Travel and accommodation assistance is available up to a maximum of **\$2,000** within Canada, the United States and Mexico and **\$3,000** for international travel. Requests for travel assistance must be based on the **most economical fares available**; grants will be calculated on the basis of the most economical fares available. Applicants must include a detailed quote or invoice from a travel agent or carrier.

### c. Materials and Supplies

Materials and supplies assistance is available to a maximum of **\$3,000**. The PAC must know why applicants cannot use equipment at the College and why equipment is essential for a specific, short-term research/exhibition project. Any equipment purchased through Faculty PD funding must be returned to the College at the conclusion of the funded activity or project. The fund does not allow additional money for the maintenance or repair of equipment purchased with Faculty PD funding, although an application for a supplementary grant may be submitted in case the of a major equipment failure.

**Please note that \$3,000 will be the maximum the PAC will award for any one application.**

If ACAD funding is granted, acknowledgement of this funding **must** be noted on all printed materials that relate to the approved project and a copy of any publication **must** be provided to the Luke Lindoe Library.

## 8. PROFESSIONAL DEVELOPMENT EXPENDITURES

Expenditures must be submitted within 12 months of the application date. Applicants seeking permission to extend the grant period must send their request in writing to the PAC before the funding period expires.

Faculty PD grants are provided for the specific expenditures identified in applicants' proposals. Successful applicants cannot use grants for other purposes. In exceptional circumstances, the Chair of the PAC upon receipt of a written request explaining the need for a change in expenditure plans, may approve a change in expenditures.

Funds will only be released upon receipt of a Professional Development Expense Claim Form with original receipts and the Final Report attached. Once completed the Expense Claim Form should be submitted to the Chair of the PAC for approval.

## **9. MEETINGS AND NOTIFICATION**

Following each submission deadline, copies of all applications received will be provided to each PAC member one (1) week in advance of the scheduled meeting.

### **Sabbatical Leaves**

After reviewing applications for Sabbatical Leaves, the Chair of the PAC will forward the PAC's recommendations to the ACAD Board of Governors who will communicate their decision directly to applicants and will send a copy of their decisions to the Chair of the PAC.

### **Professional Development**

The Chair of the PAC will advise the Committee of the Faculty PD Funds available for distribution for each PAC meeting. Funds will be split into three (3) equal parts. Any funds not awarded will be carried over to the next term.

Applicants for Faculty PD funding will receive a response from the Chair of the PAC within one (1) week following the adjudication. Applications will be returned to applicants.