

FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE(S) TERMS OF REFERENCE



PURPOSE:

The Faculty Professional Development Committee(s) of Red Deer College (RDC) were established to facilitate and promote the professional development (PD) of faculty at RDC through administration of their respective Professional Development Funds as designated by the Collective Agreement.

The main Faculty Professional Development Committee is the primary body created as a provision of the Collective Agreement (Article 14.1).

The subsidiary Trades Faculty Professional Development Committee acts in concert with the above Faculty Professional Development Committee and was created as a provision of the Collective Agreement (Article 14.4).

MANDATE:

The mandate of the Faculty Professional Development Committee(s) is to:

- Promote excellence in the teaching/learning process by providing a variety of professional development opportunities
- Develop professional development policies and procedures
- Manage the respective professional development budget(s)
- Manage committee personnel
- Review the professional development program
- Ensure overall quality of the professional development program

LEVELS OF AUTHORITY:

The Faculty Professional Development Committee or its members have the following levels of authority:

- Principal authority over awarding Sabbatical leaves according to the terms of the Collective Agreement. Decisions are provided to the Vice President Academic for approval.
- Decision authority over the awarding of special funding. Decision authority over the amount of funding allocated for professional development programs, sabbaticals, special funding, and individual allotments.
- Principal authority to develop guidelines for professional development policies and procedures for Red Deer College faculty.
- Decision authority over the funding approval of Travel and Professional Development Applications.
- Decision authority over the approval of expense claims. Supercluster Representative(s) and/or the PD Treasurer will ensure Red Deer College Finance Policies are respected and that the expenses contribute to professional development.

The Trades Faculty Professional Development Committee or its members have the following levels of authority:

- Decision authority over the allocation and distribution of the Trades portion of the PD Fund.
- Decision authority over the amount of funding allocated for special funding and individual allotments for Trades Instructors.
- Decision authority over the awarding of special funding for Trades faculty.
- Decision authority over the funding approval of Travel and Professional Development Applications.
- Decision authority over the approval of expense claims. Supercluster Representative(s) and/or the PD Treasurer will ensure Red Deer College Finance Policies are respected and that the expenses contribute to professional development.

RELATIONSHIP(S) TO OTHER COMMITTEES:

Faculty Association at Red Deer College (FARDC):

- The Faculty Professional Development Committee will provide meeting minutes, an annual report and budget to the Faculty Association.
- The Chair of the Faculty Professional Development Committee will act as the Faculty Professional Development Committee representative on the Faculty Association Executive. The Chair will also be a voting member on the Faculty Association Executive.
- Supercluster Representatives represent their specific faculty at Faculty Professional Development Committee meetings. Any matter that the Supercluster Representatives judge to be significant will be brought to the Executive or the full membership for resolution according to the FARDC Bylaws.
- Terms of Reference for the Faculty Professional Development Committee(s) will be mutually agreed upon by Deans' Council and FARDC.
- The Faculty Professional Development Committee Chairperson and Supercluster Representatives are elected through the annual FARDC election process.

Deans' Council:

- The Administrative Representative(s) on the Faculty Professional Development Committee(s) will provide (or arrange for the provision of) meeting minutes, an annual report and budget to Deans' Council.
- The Administrative Representative(s) for the Faculty Professional Development Committee and the Trades Faculty Professional Development Committee are appointed by the Vice President Academic to represent Red Deer College Administration at their respective Faculty Professional Development Committee meetings and to represent the Faculty Professional Development Committee(s) at Deans' Council.
- Terms of Reference for the Faculty Professional Development Committee(s) will be mutually agreed upon by Deans' Council and FARDC.

Research and Scholarship Committee:

- The Faculty Professional Development Committee shall have a representative on the Red Deer College Research and Scholarship Committee.
- The Faculty Professional Development Committee(s) will work alongside the Research and Scholarship Committee to encourage scholarly activity at Red Deer College.

Recognition of Scholarly Activity Committee:

- The Faculty Professional Development Committee(s) will work alongside the Recognition of Scholarly Activity Committee to recognize and encourage scholarly activity at Red Deer College.

Faculty Performance Committee:

- The Faculty Professional Development Committee(s) and Faculty Performance Committee will liaise on issues that impact both committees on an as needed basis.

COMPOSITION:

The Faculty Professional Development Committee shall consist of the following members:

1) Voting members:

- One administrator designated by the Vice President Academic of the College;
- Normally, and not less than, six continuous appointment members of the faculty who will act as Supercluster Representatives according to FARDC bylaws. The structure and composition of the Superclusters is chosen to ensure equal representation and equitable workload and is subject to change. The annual *PD Guidebook* provides the most up-to-date list of Superclusters.
- These faculty members are elected through FARDC general elections, and each will normally serve two years. If there is more than one nominee from a Supercluster, then only the members in that Supercluster may vote in the ensuing election.
- The Supercluster Representatives for Trades on the Faculty Professional Development Committee will serve as the Co-Chairs of the Trades Faculty Professional Development Committee.

2) Non-Voting Members:

- The Chair of the Faculty Professional Development Committee, who is selected through a FARDC election. The term for this position will be for two years with a two term maximum;
- The Professional Development Consultants, who are selected through a recruitment process led by the Faculty Professional Development Committee and the Administrative Representative;
- The Treasurer of the Faculty Professional Development Committee, who is selected through a recruitment process led by the Faculty Professional Development Committee;
- The Electronic Media Consultant, who is selected through a recruitment process led by the Faculty Professional Development Committee;
- The Administrative Assistant to the Faculty Professional Development Committee, who is a CUPE member and is chosen through a formal selection process led by the Faculty Professional Development Committee.

The Trades Faculty Professional Development Committee shall consist of the following members:

1) Voting members:

- One administrator designated by the Vice President Academic of the College;

- Two Supercluster Representatives, who shall serve as Co-Chairs of the Trades Faculty Professional Development Committee. The Supercluster Representatives are elected through the annual FARDC election process.
- Normally 6 members to be elected from the Trades Faculty at a General Meeting of Trades Faculty (School Council). This election meeting is to be held in April of each year. Whenever possible, the Committee membership should represent as many Trades Departments as possible. These members shall serve for a term not less than one year.

2) Non-Voting Members:

- The Trades PD Secretary, who is a volunteer FARDC member of the Trades Faculty and is chosen through a formal selection process led by the Trades Faculty Professional Development Committee. This position shall be a one year renewable term.
- The PD Consultant for Trades also serves as a member of the Trades Faculty Professional Development Committee.

ACCOUNTABILITY:

The Faculty Professional Development Committee is accountable to FARDC and Deans' Council.

The Trades Faculty Professional Development Committee is accountable to the Faculty Professional Development Committee.

REPORTING:

The Trades Faculty Professional Development Committee will provide detailed information regarding any aspect of their operations when requested by the Faculty Professional Development Committee.

The Co-Chairs of the Trades Faculty Professional Development Committee will ensure that copies of the Trades Faculty Professional Development Committee meeting minutes, an annual report, and budget are forwarded to the Faculty Professional Development Committee.

The Faculty Professional Development Committee will make available their meeting minutes, annual report and budget to the Faculty Association of Red Deer College and to the Office of the Vice President Academic.

RESPONSIBILITY:

The Chair of the Faculty Professional Development Committee is responsible for the terms of reference, the appointment of subcommittees to select non-voting members, and the operation of the Faculty Professional Development Committee.

The Trades Faculty Professional Development Committee is responsible for ensuring that Trades PD Activities comply with the policies determined by the Faculty Professional Development Committee. Decisions that impact the implementation of the policies and procedures of the *PD Guidebook* shall be mutually agreed upon by the Faculty Professional Development Committee and the Trades Faculty Professional Development Committee.

The Co-Chairs of the Trades Faculty Professional Development Committee are responsible for the appointment of subcommittees to select non-voting members, and the operation of the Trades Faculty Professional Development Committee.

ADMINISTRATIVE SUPPORT:

The Faculty Professional Development Committee employs its own Administrative Assistant to maintain the Committee's records, establish meeting times, deliver agendas, and carry out other arrangements for the committee(s).

OPERATING PROCEDURES:

Duties of each member of the Faculty Professional Development Committee(s) and how they are appointed are available in the Faculty Professional Development Committee *Operations Manual*.

Meetings are normally held twice a month from September to June. A Spring Planning Meeting of the Faculty Professional Development Committee is also held annually. A December Planning Meeting is held if needed. Meetings are closed. Faculty Professional Development Committee(s) may invite guests to its regular meetings as deemed appropriate.

Meeting agendas are created by the Chair of the Faculty Professional Development Committee(s) and made available to the rest of the committee by the Administrative Assistant, secretary or alternate.

The Chair of the Faculty Professional Development Committee(s) has the ability to strike sub-committees. All members of the Faculty Professional Development Committee(s) are expected to participate in various sub-committees.

Faculty Professional Development Committee(s) members with signing privileges and the PD Consultants are required to remain current in Red Deer College Finance policies and procedures. Red Deer College Human Resources will provide updates on FTEs three times an academic year to the Treasurer of the Faculty Professional Development Committee. The Treasurer of the Faculty Professional Development Committee will disseminate this information to the Supercluster Representatives.

The Faculty Professional Development Committee(s), wherever possible, will work toward consensus. If a vote is required, a quorum of the Faculty Professional Development Committee shall consist of six voting members. The Faculty Professional Development Committee shall not make substantive decisions in the absence of the Administrative Representative or a Supercluster Representative from Trades. The Faculty Professional Development Committee(s) may call upon any internal or external resources necessary for decision-making.

The Faculty Professional Development Committee(s) reviews its Terms of Reference at least every two years, with input from FARDC and Deans' Council.

Levels of Authority for Decision Making:

Decision authority: The right to make a decision or create a policy without consultation with other individuals or groups.

Principal authority: The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

Shared authority: Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

Recommending authority: The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

Advising authority: The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.