

## **AUPE PROFESSIONAL DEVELOPMENT COMMITTEE TERMS OF REFERENCE**



### **PURPOSE:**

The AUPE Professional Development (PD) Committee promotes lifelong learning in alignment with the College's strategic direction, values and policies by overseeing the allocation of the PD funds provided by RDC to the AUPE membership.

### **MANDATE:**

The committee is responsible for managing the PD funds annually allocated for the AUPE membership. As per the AUPE Collective Agreement, and AUPE PD Guidelines, eligible AUPE members can apply for access to funds.

#### Decision Authority:

The committee is responsible for determining the maximum annual allotment per person and the application process. This information is communicated by the committee to the complete AUPE membership. The committee is also responsible for approving individual PD claims using the collective agreement and guidelines for decision making and communicating their decision.

Should an AUPE member appeal a committee decision regarding an application for PD Funds, the committee hears the appeal and makes a decision. If the committee is split in its decision, the Director Human Resources (or designate) makes the final decision.

As needed the committee will review the balance of funds remaining in the PD Fund and communicate that with the AUPE membership.

#### Advising Authority:

The committee recommends to the Director of Human Resources any revisions or updates to the guidelines. Recommendations around the level of PD Funding for AUPE members may be provided to the Director of Human Resources for consideration in budgeting and negotiations.

### **RELATIONSHIP TO OTHER COMMITTEES:**

The AUPE PD Committee may, from time to time, consult and communicate with the Faculty and CUPE PD Committees around joint programs or offerings.

### **COMPOSITION:**

The AUPE PD Committee is chaired by a member appointed by the AUPE local, up to a maximum of 6 AUPE members may be appointed to the committee. Appointments are made by AUPE. Any updates to committee membership are communicated to the college by July 1<sup>st</sup> each year. The Director of Human Resources (or designate) is also a member.

**ACCOUNTABILITY:**

The AUPE PD Committee is accountable to the Director of Human Resources.

**REPORTING:**

The AUPE PD Committee is responsible for reporting its activities and decisions annually to the Director of Human Resources who presents the information to Service Council. As well, AUPE members of the committee report this information to their executive.

**RESPONSIBILITY:**

Director of Human Resources has responsibility for maintenance of this committee.

**ADMINISTRATIVE SUPPORT:**

Human Resources provides the administrative support for this committee. Human Resources is responsible for maintaining the records of the committee, facilitating the flow of paperwork around PD applications and approvals. As well, the HR Administrative Assistant helps coordinate the logistics in booking the monthly meetings and preparing the reports and documents required.

**OPERATING PROCEDURES:**

- The AUPE committee normally meets monthly to review applications for approval. At minimum, the committee meets three times per year to review the funds remaining and to communicate with its stakeholders.
- The AUPE PD committee relies on the collective agreement, AUPE PD Guidelines and Travel & Expense Claim policies and procedures to guide decision making.
- The AUPE Committee chair is appointed annually by the AUPE Local Chair.
- Meetings, except for appeal hearings, are generally restricted to the AUPE PD Committee members.
- A quorum for any meeting of the AUPE PD Committee is more than half of the elected and appointed members. At any meeting where quorum fails, the members may decide the affairs of the AUPE PD Committee, with any decisions subject to ratification via electronic communication or at the next regular meeting of the AUPE PD Committee which achieves a quorum.
- Agenda and minutes are prepared by the HR designate.
- The terms of reference are reviewed annually and any changes are sent to Service Council through the Director of Human Resources.

Levels of authority:

The following text box must be included in all terms of reference.

**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.