



STANDARD OPERATING PROCEDURE (SOP)

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| DOCUMENT ID: SOP- 061 VERSION #1 | TITLE: FACULTY PROFESSIONAL DEVELOPMENT AND VACATION FORM | SEARCH KEY: |
| PURPOSE: | <ul style="list-style-type: none"> To outline the process by which Regular faculty members submit their Professional Development/Vacation requests for the current academic year. | POST TO: Public Website <input checked="" type="checkbox"/> Internal Drive <input type="checkbox"/> |
| SCOPE (Applies To): | <ul style="list-style-type: none"> REGULAR FACULTY FACULTY DEPARTMENT CHAIRS & PROGRAM COORDINATORS DEANS AND ASSOCIATE DEANS DIRECTORS WITH FACULTY REPORTS VICE-PRESIDENT ACADEMIC AND PROVOST ADMINISTRATIVE ASSISTANT TO THE VICE-PRESIDENT ACADEMIC AND PROVOST | |
| STATUS: FINAL (DRAFT or FINAL) | AUTHOR: ANNE GAPPER, ADMINISTRATIVE ASSISTANT TO THE VICE- PRESIDENT ACADEMIC AND PROVOST CONTACT INFORMATION: 604-527-5491 | CREATED: 02/03/2015 (mm/dd/yyyy) |
| | RESPONSIBLE OWNER: VICE-PRESIDENT ACADEMIC AND PROVOST | |
| PROCESS REVISIONS: | REVISION AUTHOR: | REVISED: (mm/dd/yyyy) |
| RELEVANT FORM(S) (If applicable) | Faculty PD & Vacation (Full-time & Part-time) Forms (See <i>Human Resources Forms</i> page: http://www.douglascollege.ca/employees/human-resources/forms) Email Communication from VP Academic & Provost (See <i>Appendix A of this document</i>) | REVISED: N/A (mm/dd/yyyy) |
| ACCORD/POLICY APPROVAL BODY: | <ol style="list-style-type: none"> NAME: B. ALLEN TITLE: INSTRUCTOR, CSIS NAME: T. BORGFORD TITLE: INTERIM VP, ACADEMIC & PROVOST NAME: C. MAHOOD TITLE: ADMINISTRATIVE OFFICER, RIO NAME: K. POTTER TITLE: MANAGER, HR SYSTEMS AND ADMINISTRATION NAME: B. CHAPPELL TITLE: DEAN, SCIENCE AND TECHNOLOGY NAME: V. SHILLINGTON TITLE: ASSOCIATE VP, HUMAN RESOURCES | *RESPONSE REQUIRED BY: 04/17/2015 (mm/dd/yyyy) |
| APPROVAL REQUIRED: <input checked="" type="checkbox"/> ADMINISTRATORS' COMMUNITY OF PRACTICE (ACP) SOP SUBCOMMITTEE <input checked="" type="checkbox"/> THOR BORGFORD, EXECUTIVE DIRECTOR, RESEARCH & ACADEMIC ADMINISTRATION | | DATE APPROVED: 04/24/2015 (mm/dd/yyyy) |
| RELEVANT POLICY: | DCFA COLLECTIVE AGREEMENT (See <i>Articles 8 & 17.02</i>) http://www.douglascollege.ca/employees/human-resources/collective-agreements-and-excluded-working-conditions | |
| RELEVANT DEFINITIONS: | DCFA = Douglas College Faculty Association HR = Human Resources PD = Professional Development VPA = Vice-President Academic and Provost | |

PREAMBLE:

The purpose of the **Faculty Professional Development/Vacation Form** is for Full-time and Part-time *Regular* Faculty members to:

- block off intended vacation and professional development (PD) time each Academic year (i.e. September 1st – August 31st).
- allow departments to coordinate faculty absences from campus to ensure that sufficient coverage is in place when students are seeking prerequisite waivers etc. (i.e., mainly during non-teaching semesters).
- inform their colleagues when they are on vacation or involved in a PD activity, and consequently not available to participate in other work-related activities (e.g., committee work, Department or Faculty-wide meetings, College events, curriculum development, course pack preparation, etc.).
- comply with the job expectations expressed in the Collective Agreement between the College and the DCFA.

"Article 8 – WORKING CONDITIONS:

8.01 Normal Duties

(a) There are ten (10) months of accountable time. This period includes such activities as teaching, the counseling of students, curriculum and professional development and participation on a variety of educational committees.

(b) Within the ten (10) month accountable time period, all regular faculty members will normally be assured a minimum of one (1) month professional and curriculum development time.

(c) At least (1) month before the commencement of any period of professional development, the faculty member concerned may be requested by the College to submit to the appropriate Professional Development Committee and Responsible Administrator an outline of his/her proposed professional development activities. At the conclusion of a period of professional development, the faculty member may be requested by the College to submit a report to the same Committee and Responsible Administrator."

Note: Faculty members are expected to take their PD and vacation entitlement and to acknowledge that they have done so. Days not blocked off for vacation or PD are days that faculty members will arrange their own work schedule. Also note that there is no provision in the collective agreement for recording 'time worked,' or for banking time, and faculty are not being asked to provide this information.

STEPS:

- 1) In August, the **Administrative Assistant to the Vice-President Academic and Provost** will:
 - revise the dates on the two *Faculty PD/Vacation Form* templates (i.e., for *Full-Time Regular, and Part-Time Regular, Employees*) for the upcoming academic year and, once updated,
 - forward links to the two revised forms (templates) to the **HR Systems and Administration Manager** (i.e. before September 1st of each year).

STEPS: (cont.)

- 2) The **HR Systems and Administration Manager** will ensure that the links to the two *Faculty PD/Vacation Forms* (i.e. [2015-16 Full-Time Faculty PD & Vacation](#) and [2015-16 Part-Time Faculty PD & Vacation](#)) are posted to HR's webpage, under *Faculty Forms*.
 - 3) The **Vice President Academic and Provost** will subsequently:
 - revise the cover email (i.e. *Appendix A*) containing the link to the *Faculty PD/Vacation* form, and
 - circulate the email to all **Deans** and applicable **Directors** (and copy **Associate Deans**, and **AO's**).
 - 4) The **Deans** and **Directors** will forward the VPA's email request to all regular faculty (attaching the appropriate links for full-time and part-time) and assign a date for faculty members to complete and return the *Faculty PD/Vacation Form* (before the end of the third week of September).
 - 5) Each **regular faculty member** will complete and save their *Faculty PD/Vacation Form* and once completed, will;
 - a. as appropriate, arrange to meet with his/her **Department Chair or Program Coordinator**, and department colleagues to discuss their annual schedule and to ensure there are no potential conflicts (this discussion may typically occur at a Department/Program meeting);
 - b. scan a copy of the completed form
 - c. forward the form (e.g., email) to their respective **Dean or Associate Dean** by the assigned deadline.
- (NOTE: A faculty member may revise their PD/Vacation form to reflect new information and changed plans.)
- 6) The **Dean** will ensure that each **faculty member** has completed their PD/Vacation form and returned by the assigned deadline.
 - 7) The **Dean** will retain and file the *Faculty PD/Vacation* forms for each academic year.
 - 8) The **Dean** will send out a message at the end of December with the link to the *PD/Vacation Form* reminding faculty to update their PD/Vacation form for the Winter and Summer semesters.

APPENDIX A - Faculty PD/Vacation

Email Communication from the Vice-President Academic & Provost (to be circulated to all Deans)

Deans: Please forward this message to all (Full-time and Part-time) Regular Faculty.

Dear Colleague,

Please find attached a link to the **2015/16 Faculty PD/Vacation Form** template (*insert f/t & p/t form links*). This form is sent out annually to make it easy for you to communicate your vacation and PD activities to your Department Chair or Program Coordinator.

Please meet with your Department Chair or Coordinator (and your colleagues as appropriate) to coordinate your annual schedule. For more information about this form or its purpose, please refer to the *Faculty Professional Development and Vacation Form SOP* (*insert link*).

NOTE: We recognize that plans may change and ask that if this occurs, you update your form to reflect those changes at the beginning of semester and forward a copy to your Chair/Coordinator and Dean. Feel free to contact me if you have any questions or concerns.

Regards,

Vice-President Academic & Provost