

**PROFESSIONAL DEVELOPMENT FUND
ANSWERS TO FREQUENTLY ASKED QUESTIONS:**

WHAT IS THE PD FUND?

The PD fund was established to financially assist CNC faculty with Professional Development activities. See FACNC Handbook for more information.

HOW DO I ACCESS THE PD FUND?

Applications with instructions are available in the mailroom.

WHAT ARE THE DEADLINE DATES FOR SUBMISSION?

December 1 for PD activities happening in January, February or March

March 1 for PD activities happening in April, May or June

June 1 for PD activities happening in July, August or September

September 1 for PD activities happening in October, November or December

WHAT DO THE DATES MEAN?

Within one week after the deadline date, the PD committee meets to review applications, requests for advances and final reports with receipts attached.

WHY ARE THESE DATES IMPORTANT TO ME?

The PD committee meets every three months. If you miss a deadline, this may postpone your cash reimbursement for a PD activity by three months!!

HOW DO I KNOW IF THE PD COMMITTEE HAS RECEIVED MY APPLICATION, REQUEST FOR AN ADVANCE OR FINAL REPORT?

Upon receiving of any of the above, the PD committee corresponds with you via coloured slips of paper placed in your mailbox within one week of your submission or PD committee (PDC) meeting. Do not throw them away!

WHAT DO THE SLIPS OF PAPER TELL ME?

You submitted:

→ New application

PDC note says:

- Date application received
- Date of next PD meeting
- After PD application is reviewed by the committee, a copy is returned to you with a note of approval

→ Request for an advance

- Advance amount approved. If you do not receive a cheque after 1 week of this note, contact a PDC member.

→ Final report with receipts

- date final report received with date

of next PDC meeting

- After the meeting, you receive notice of _____ dollars owed. If you do not receive a cheque after 1 week, contact a PDC member.

RECEIPTS:

- E-receipts are acceptable
- Photocopied receipts are not acceptable.
- Daily per diem: \$49.00/day. Receipts are not required.

TRAVEL:

- personal vehicle use: \$0.51/km or economy airfare whichever is the least expensive.

PD FINANCIAL YEAR: runs from April 1 to March 31 of the following year. What does this mean to you?

- The month your event finished determines the year the funds will be taken from.
- If your event is completed by March 2007, then your PD is funded from 2006/2007 PD allotment.
- Your event is completed in April 2007, then your PD is funded from the 2007/2008 allotment.

FUND DOES NOT COVER: textbooks, software, photocopying, athletic or professional fees.

REQUESTING ADDITIONAL FUNDS?

Additional funding above the yearly entitlement may be available. Any additional funding is paid out at the end of the fiscal year. Additional funding is dependent upon:

- How much PD money is left in the account at the end of the fiscal year
- How many individuals apply.

If at the end of the fiscal year in March, additional funding is available, cheques will be issued after the March meeting.

THE APPLICANTS' RESPONSIBILITIES:

- Know your employment status and check off on the application. Divisional secretaries will be able to tell you.
- Full time/sessional/non-regular part timers (NRSL) pay 20% of their PD
- Part time faculty pay 50% of their PD
- Please complete the entire form! Including dates, description and benefit of event.
- Please complete the adding and subtracting on the financial statement.

PLEASE BE ADVISED:

- The PD committee is not obliged to pay final PD funding beyond 110% of the estimated amount.
- Individuals on leave without pay are not eligible for funds.