

TYPE:	Employment Related
TITLE:	Professional Development Leave - Academic
NO.:	EMPL-314
RESPONSIBILITY:	Chief Administrative Officer, Executive Vice-President, Academic and Associate Vice-President, Human Resources
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	December 2020
REVISED DATE(S):	
REVIEW DATE:	December 2023

1. Introduction

Durham College is committed to enhancing academic quality. As such, the College encourages and supports professional development leaves for academic renewal, research, retraining, and other purposes that will advance the mission of the College.

The College recognizes that it is in the interest of employees, students and the institution that full-time academic employees are given the opportunity to pursue College-approved professional development activities. This could be through further academic or technical studies or in industry where such activities will enhance the ability of the full-time academic employees upon return to the College to fulfill their professional responsibilities.

2. Purpose

This policy and procedure outlines expectations, considerations and requirements for full-time academic employees when making an application for professional development leave under the terms of Article 20 in the Academic Employees Collective Agreement.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. Leaves will normally commence in September and be for one academic year, alternative start dates and leaves of shorter duration may be considered, if mutually agreed upon by the applicant and the College.
- 4.2. The approval of applications will be based on criteria which include, but are not limited to:
 - the availability of a suitable replacement;
 - the identification of clear outcomes that will be of benefit to the individual, students, and the College; and

- conformity with all of the terms outlined in Article 20 of the Academic Employees Collective Agreement.

5. Procedure

5.1. Call for Applications

5.1.1. Each November, a call for applications will be issued by the Associate Vice-President, Human Resources or designate. Included in this call will be specific deadlines for submission of a completed Professional Development Leave Application and Approval Form.

5.1.2. The Professional Development Leave Application will include:

- Applicant Information;
- Leave Compensation;
- Plan for leave:
- Objectives and activities;
- Benefits and relevancy;
- Reporting obligations;
- Current resume;
- Expected compensation and;
- Letter of support from Executive Dean/Dean/Director.

5.2. Selection Process

5.2.1. The Professional Development Leave Approval Committee will review all applications and make recommendations to the Chief Administrative Officer and Executive Vice-President, Academic.

5.2.2. The Professional Development Leave Approval Committee will be comprised of the following positions:

- one Executive Dean/Dean;
- the Chief Administrative Officer;
- the Executive Vice-President, Academic;
- the Associate Vice-President, Human Resources and;
- the Associate Vice-President, Academic Administration.

5.2.3. Should more applications be received than can be approved, the applications will be prioritized in keeping with Article 20.02 (xii) and based on:

- the calibre of the application; and
- the greater length of service since the applicant's last professional development leave.

5.2.4. Executive Deans/Deans/Directors and applicants will be notified, in writing, by the end of March by the Associate Vice-President, Human Resources as to the disposition of their applications.

5.3. Benefits and compensation

5.3.1. Applicants approved for professional development leave will meet with Human Resources to review benefits and compensation.

5.4. Interim Professional Development Leave Report

5.4.1. Full-time academic employees on professional development leave will file an Interim Professional Development Leave Report outlining progress toward the accomplishment of the outcomes identified in their applications. This report will be submitted by the halfway point of the leave and will ensure that the objectives are on schedule for completion. It will also serve as an opportunity for the Executive Dean/Dean/Director to review the new skills and knowledge, to plan for a full-time academic employee's return.

5.4.2. Any changes to the Professional Development Plan must be approved by the Chief Administrative Officer and Executive Vice-President, Academic.

5.5. Final Professional Development Leave Report

5.5.1. The Final Professional Development Leave Report will be submitted to the Executive Dean/Dean/Director by the full-time academic employee upon return from the professional development leave.

6. Roles and responsibilities

6.1. It is the joint responsibility of the Chief Administrative Officer and the Executive Vice-President, Academic to ensure this policy and procedure are fully implemented.

6.2. It is the responsibility of the Associate Vice-President, Human Resources or designate to issue the call for applications, outline the process, timelines and criteria for selection and notify all Executive Deans/Deans/Directors and applicants in writing as to the disposition of applications for professional development leave.

6.3. It is the responsibility of the Professional Development Leave Approval Committee to review the applications and recommend those that meet all criteria to the Chief Administrative Officer and Executive Vice-President, Academic.

- 6.4. It is the responsibility of the Executive Dean/Dean or designate to ensure that all reporting is completed on time and that the agreed upon commitments outlined in the approved application have been met.
- 6.5. It is the responsibility of the approved applicant to obtain prior written approval for additional costs to be reimbursed related to the professional development leave (e.g. tuition, conference fees, travel) and to submit reports according to deadlines.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Non-compliance with this policy and procedure may negatively impact the outcome of the Durham College Quality Assurance Audit process and academic quality as outlined in Durham College's Academic Plan.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- Academic Employees Collective Agreement
- Professional Development Leave Application and Approval Form
- Interim Professional Development Leave Report
- Final Professional Development Leave Report