



## **SCHOLARLY AND PROFESSIONAL DEVELOPMENT LEAVES PROCEDURE.**

Approved by: Academic Coordinating Committee

Authorizer: Executive Director, Academic Administration

Reference Code: A43 V1

Effective Date: September 2013.

### **PROCEDURE STATEMENT:**

This procedure describes opportunities and organizational parameters for implementation of scholarly and professional development leaves.

### **SCOPE:**

This procedure applies to full-time faculty and it complements provisions in the Collective Agreement related to Professional Development Days in Article 11 and Professional Development Leave in Article 20.

### **DEFINITIONS:**

**Professional Development (PD) Days:** Per Article 11.01 H1 and H2, “the College shall allow each teacher at least ten working days of professional development in each year. Unless otherwise agreed between the teacher and the supervisor, the allowance of ten days shall include one period of at least five consecutive working days for professional development”.

**Professional Development Leave:** Per Article 20, section 20.01 sets out the opportunity “ for employees to pursue college-approved professional development activities outside the College through further academic or technical studies or in industry where such activities will enhance the ability of the employee upon return to the College to fulfill professional responsibilities”.

**Scholarly Leave:** An approved period of two to six weeks typically during the reduced teaching semester. A faculty member will complete a pre-defined and approved scholarly project in a practice or industry field. This which will advance his/her teaching or engagement in approved and defined mentoring activities with other faculty or Conestoga resources to enhance or innovate in teaching and learning practices

## **RESPONSIBILITIES**

### **1. Planning for Scholarly Leaves**

- Individual faculty members are responsible for discussing with their Chair their desire to participate in a Scholarly Leave.
- Faculty are accountable for developing a proposal for the Chair outlining their goals for the Scholarly Leave, ideally as part of annual discussions and minimally as part of biannual Performance Planning and Development Reviews.
- Chairs will maintain a multi-year plan regarding faculty requests for Scholarly Leave.

### **2. Planning for Professional Development Leaves**

- Individual faculty are responsible for completing a PD Leave application and submitting it in a timely manner to the PD Leave Committee.
- Individual faculty are responsible for discussing with their Chair their desire to participate in a PD Leave
- Procedures governing Professional Development Leaves are governed by Article 20 and are posted on the Conestoga's website

### **3. Gaining Value from PD Days**

- Requests for PD Days are managed in accordance with Article 11.
- Faculty are requested to share learning from these professional development days with colleagues.
- Faculty are invited to document the PD initiatives undertaken in the e-curriculum Vitae.
- In a particular year, the time for PD and Scholarly Leaves can be combined for one leave.

#### **4. Maintaining Professional Currency through Scholarly Leaves**

- Full-time faculty are invited to plan purposeful engagement with industry or colleagues with specialized knowledge and expertise to undertake scholarly work or mentored activity to enhance one's individual currency and capability.
- This opportunity is made available to all full-time faculty on the basis of one scholarly leave every five to eight years, with the number of faculty who can be engaged in such activities each year being planned with the Chair.
- It is expected that scholarly leaves will be taken during lower teaching semesters.
- Faculty salaries will be maintained during the Scholarly leave. Conestoga will not be providing funds for non- salary expenses or remuneration to sites where scholarly leaves are being undertaken.
- A professor requesting a scholarly leave must provide to the Chair a proposal regarding the professional currency and scholarly activities for the leave, the site and/or mentor involved and the desired timelines.
- On completion, the faculty member will prepare a report documenting the results from the leave and learning to benefit program curriculum or other teaching and learning strategies or opportunities such as co-op or practicums.
- A record of the Scholarly Leave is to be maintained in the e-Curriculum Vitae.

#### **REFERENCES:**

Policy: Professional Currency and Scholarship

#### **REVISION LOG:**

**APRIL 26 2013**

**POLICIES AND PROCEDURES COMMITTEE – APPROVED**

**MAY 21 2013**

**ACADEMIC COORDINATING COMMITTEE - APPROVED**