



## CSB FACULTY PROFESSIONAL DEVELOPMENT GUIDELINES

**To:** All CSB faculty  
**From:** David Allwright  
**Date:** October 12, 2017

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**Deadline for Applications:** October 31 and February 28 each year  
**Maximum request:** \$2,000 per application  
**Eligible faculty:** All Continuous, Temporary and Casual instructors in the CSB

The Faculty PD Committee have developed a "Scoring Rubric" for assessing applications for funding of professional development activities. This scoring rubric will form the basis for all applications to the committee. Faculty should also make reference to the CSB Business Plan for information about College and departmental vision and goals.

### **Criteria and Procedures**

- All applications for funding will be assessed based on the Scoring Rubric developed by the Faculty Professional Development Committee.
- The Scoring Rubric consists of five categories: Contribution to the Business Discipline (of the faculty member), Alignment with Instructional Methodology/Business Education, Learning Objectives, Alignment with Department Goals and Dissemination, Alignment to the College Goals and Vision.
- Faculty will be able to apply for up to \$2,000 in funding per application.
- All faculty submitting an application are expected to demonstrate a personal investment in the professional development activity.
- All faculty are expected to consult with their supervisor if the professional development activity results in time away from the department. Approval for funding from the PD Committee does NOT imply approval for time off or away from the College.
- The bulk of the funding available for disbursement shall be available in the first application period (October). Unused funds will be carried over to the second application period (March). Unused funds from one fiscal period shall not be carried forward to another fiscal period (June 30 is the fiscal year end).
- If an applicant is unsuccessful in one application period, they may re-apply in subsequent application periods.
- Faculty may request funding retroactively.
- The funds allocated from the CSB budget will be \$15,000.
- All applicants will be treated equally, regardless of status in the CSB.

- Prior successful or unsuccessful applications will not be a factor in determining future applications.
- All deliberations (rubric scores, discussions, applicants) of the PD Committee shall remain confidential. The Dean will communicate with the applicant about the status of their funding request.
- The PD Committee will review the Criteria and Procedures once per year.

### **Application Process**

- Applications will open on October 1 and February 1 of each year.
- Applications must be made via email (or hard copy) directly to the Dean ONLY. Do NOT send applications to the members of the Faculty PD Committee.
- The application should clearly articulate the following:
  - The nature of the PD activity, including dates
  - A complete description about how the PD activities are in alignment with the scoring rubric – specifically the five Scoring Categories
  - All necessary documentation to support the above
  - The amount of funding being requested (to a maximum of \$2,000)
  - The level of personal investment by the faculty member (time, personal funding, etc...)
  - The method by which the personal learning will be disseminated to their CSB colleagues
  - A statement indicating that the faculty member has secured permission from their supervisor to attend the professional development activity, if that activity results in the faculty member being away from campus during normal business hours.